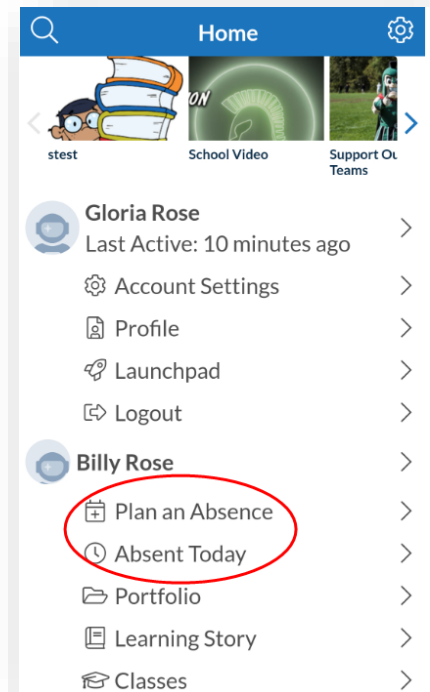


Attendance Instructions for Parents/Guardians

Planning Absences on the Mobile App:

1. In your Edsby App, scroll down to the student that is or will be absent
 - a. Click “Absent Today” to report a same day absence
 - b. Click “Plan an Absence” for a future absence
2. Fill out the information regarding the absence
3. Please select the reason from the list provided
4. Click on the “Send to School Office” button to submit the absence.



Planning Absences on a computer:

1. Login to [Edsby](#)
2. On the right hand side of the screen you will see two options
 - a. Click “Absent Today” to report a same day absence
 - b. Click “Schedule Absence” for a future absence



3. A new window will pop-up. Fill out the information regarding the absence
4. Please select the reason from the list provided
5. Click on the “Send to School Office” button to submit the absence.

Planned Absence ✕

Name of Student

• Billy Rose

will not be attending school today.

Reason ⌵

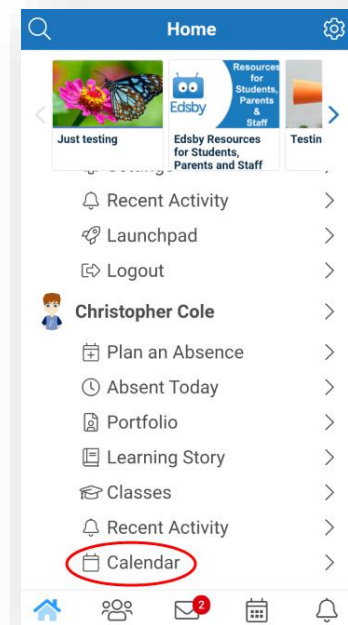
Comment

|

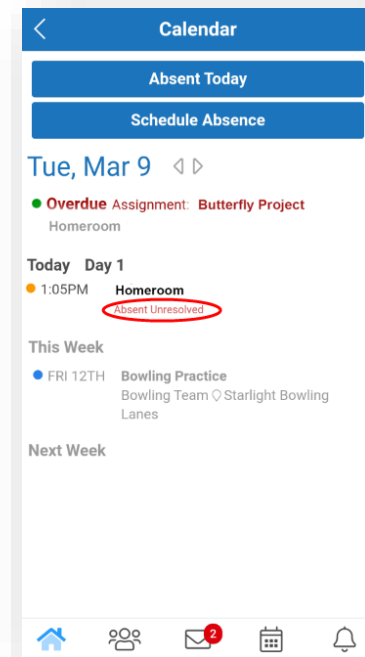
Cancel **Send to School Office**

Viewing Attendance on the Mobile App:

1. In your Edsby App, scroll down to a student and click **Calendar**

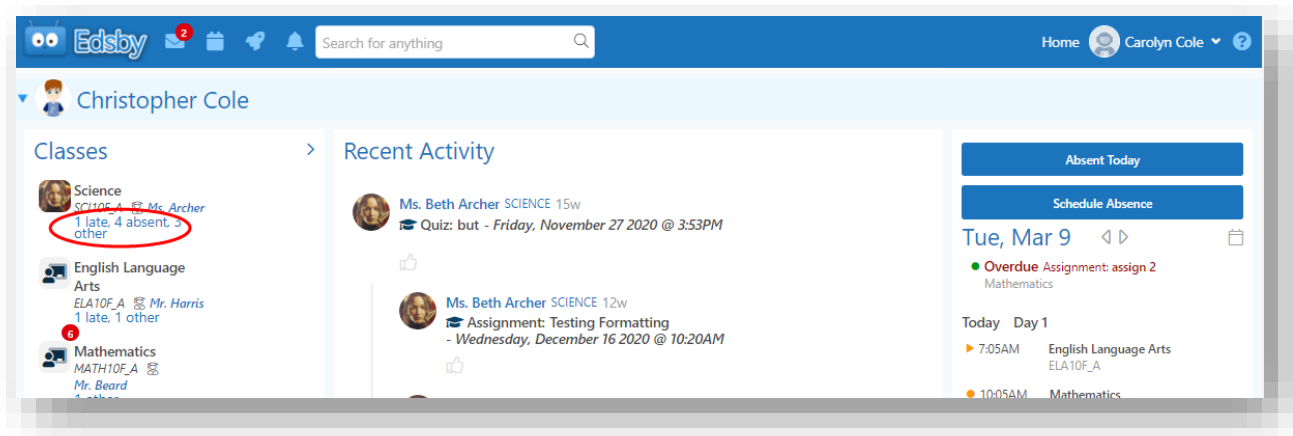


2. View absences, lates and presents as they are submitted by the teacher!



Viewing Attendance on a computer:

1. Scroll down to a student and click attendance information under a certain class.



2. View Attendance History for that class using the filters on the left to drill down.

Attendance History

Attendance history for Christopher Cole in Science

Attendance Summary

Type

All Absent Absent Unresolved Excused

Late

Reason

All Unknown / Unresolved Absent

Informed Absence Medical/Chronic

School Program Vacation

7 present, 1 late, 5 absent, 3 other

Science (SCI10F_A) Thu, Aug 27, 2020 1:05p (Period 3)
Excused: Medical/Chronic

Science (SCI10F_A) Fri, Aug 28, 2020 1:05p (Period 3)
Absent: Vacation

Science (SCI10F_A) Wed, Sep 2, 2020 1:05p (Period 3)
Excused: School Program

Science (SCI10F_A) Fri, Sep 4, 2020 1:05p (Period 3)
Absent Unresolved

Science (SCI10F_A) Mon, Sep 7, 2020 1:05p (Period 3)

3. Scroll down to a student and click the **Overall** attendance information.

Edsby

Search for anything

Home Carolyn Cole

Christopher Cole

Classes

Science
SCI10F_A
1 late, 4 absent, 3 other

English Language Arts
ELA10F_A
1 late, 1 other

Mathematics
MATH10F_A
Mr. Beard
1 other

Social Comtemp World
SSCCW10F_A
Ms. Mullins

Overall
2 late, 4 absent, 5 other

Recent Activity

Ms. Beth Archer SCIENCE 15w
Quiz: but - Friday, November 27 2020 @ 3:53PM

Ms. Beth Archer SCIENCE 12w
Assignment: Testing Formatting - Wednesday, December 16 2020 @ 10:20AM

Ms. Beth Archer SCIENCE 7w
Assignment: Quizz #1 - Wednesday, January 20 2021 @ 8:26AM

Ms. Beth Archer SCIENCE 3w
Homework: Testing complete - Wednesday, February 17 2021 @ 6:23AM

Absent Today

Schedule Absence

Tue, Mar 9

Overdue Assignment: assign 2
Mathematics

Today Day 1

7:05AM English Language Arts
ELA10F_A

10:05AM Mathematics
MATH10F_A

1:05PM Science
Absent Unresolved SCI10F_A

4:05PM Social Comtemp World
SSCCW10F_A

This Week

FRI 12TH Bowling Practice

4. View the data and statistics

