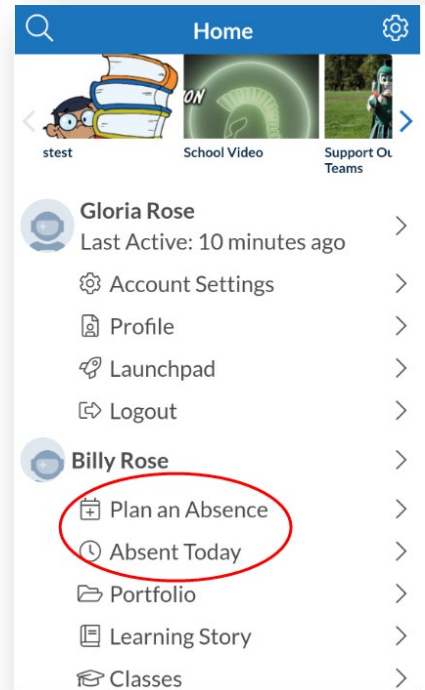


Attendance Instructions for Parents/Guardians

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.

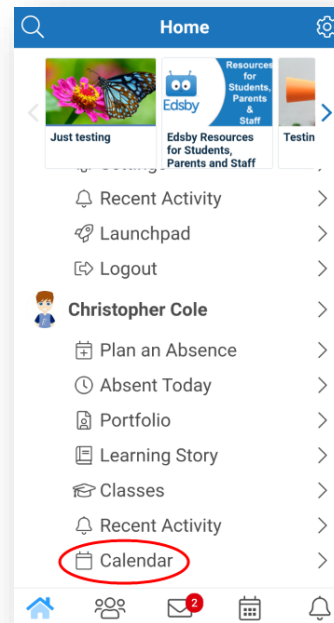
Reason

Comment

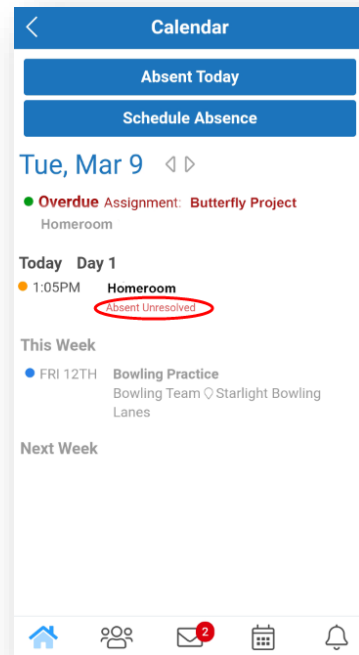
Cancel **Send to School Office**

Viewing Attendance on the Mobile App:

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

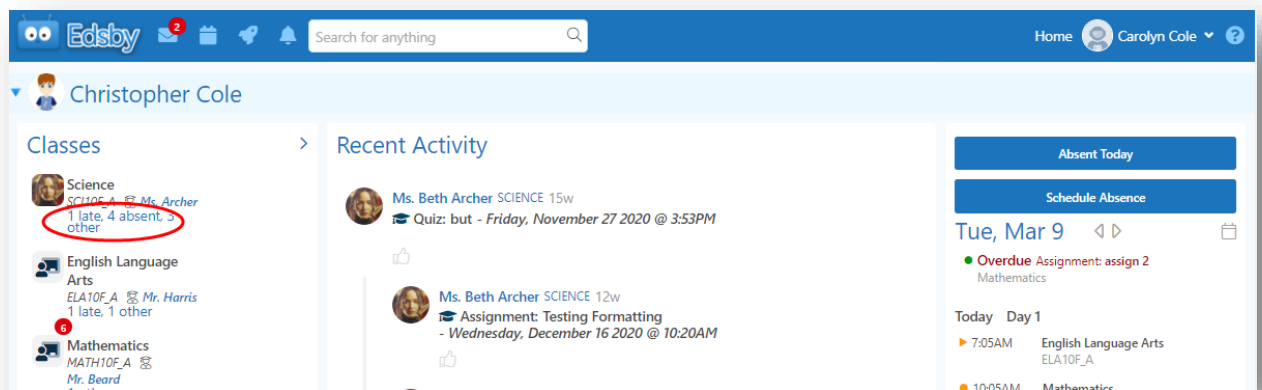


2. View absences, lates and presents as they are submitted by the teacher!

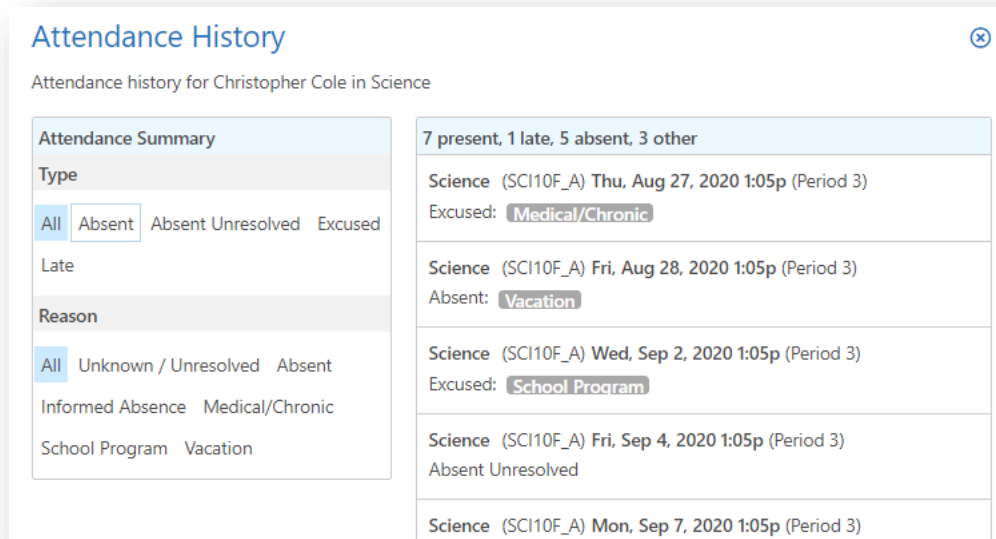


Viewing Attendance on a computer:

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



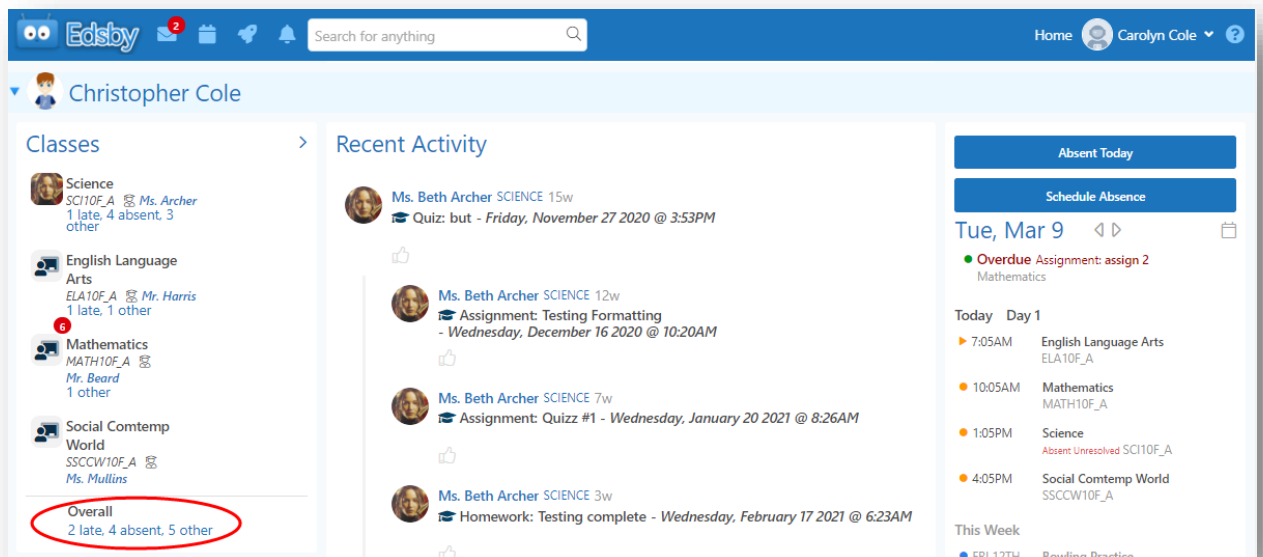
- View Attendance History for that class using the filters on the left to drill down.



Attendance History Attendance history for Christopher Cole in Science

Attendance Summary	7 present, 1 late, 5 absent, 3 other
Type All Absent Absent Unresolved Excused	Science (SCI10F_A) Thu, Aug 27, 2020 1:05p (Period 3) Excused: Medical/Chronic
Late	Science (SCI10F_A) Fri, Aug 28, 2020 1:05p (Period 3) Absent: Vacation
Reason All Unknown / Unresolved Absent	Science (SCI10F_A) Wed, Sep 2, 2020 1:05p (Period 3) Excused: School Program
Informed Absence Medical/Chronic	Science (SCI10F_A) Fri, Sep 4, 2020 1:05p (Period 3) Absent Unresolved
School Program Vacation	Science (SCI10F_A) Mon, Sep 7, 2020 1:05p (Period 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) Ms. Archer: 1 late, 4 absent, 3 other
- English Language Arts (ELA10F_A) Mr. Harris: 1 late, 1 other
- Mathematics (MATH10F_A) Mr. Beard: 1 other
- Social Comtemp World (SSCCW10F_A) Ms. Mullins
- Overall** (circled): 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: Quiz #1 - Wednesday, January 20 2021 @ 8:26AM
- Ms. Beth Archer SCIENCE 3w: Homework: Testing complete - Wednesday, February 17 2021 @ 6:23AM

Attendance Summary

- 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

