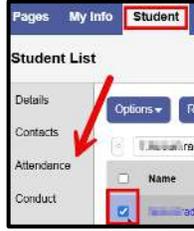
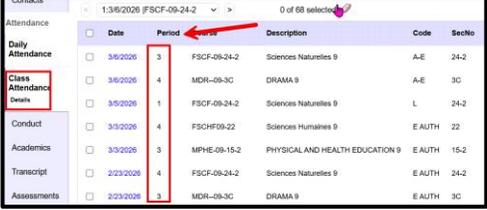


Attendance Lookup in MyEd

Attendance can be found in the Student Top Tab > Attendance Side Tab > Daily OR Class

<p>2</p>	<p>Go to Student Top Tab. Locate student. Check the box beside the name and click on the “Attendance” side tab.</p>	
<p>3</p>	<p>“Daily Attendance” is displayed with date, reason and percentage of day away. The total at the top of the screen is the “Sum of the Daily Percentage” of the absences.</p>	
<p>3</p>	<p>The “Class Attendance” is also located from this side tab. The date, period and reason is listed here.</p>	
<p>4</p>	<p>The QuickStatus view will also display attendance information. This is the NUMBER of instances the student has been away. Click on students name to see the QuickStatus icon 🛎 .</p>	