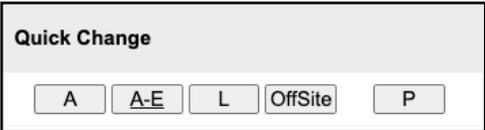


Students Working Offsite

The new Offsite attendance code is used to track students who are learning from a distance, and are scheduled in classes at your school.

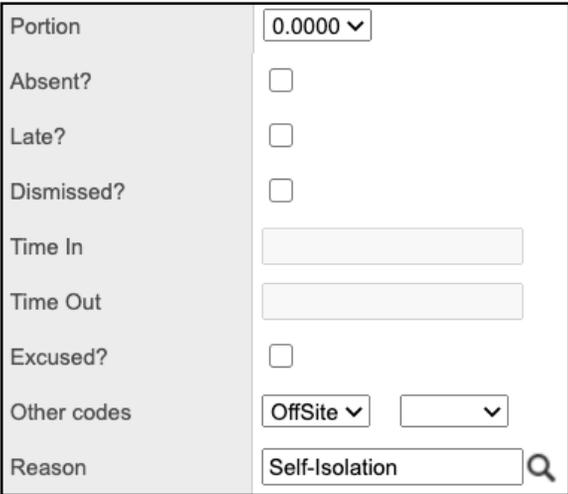
OffSite can be selected by the school in either the Class or Daily Attendance entry screens per standard attendance processes. In all pop-up screens, ensure the Portion is set to 0.0 and the "Absent?" checkbox is not checked to ensure the student is not marked Absent.

Office Attendance Buttons:



A rectangular box titled "Quick Change" containing five buttons: "A", "A-E", "L", "OffSite", and "P".

Office Popup Window:



A form with the following fields: Portion (0.0000), Absent? (checkbox), Late? (checkbox), Dismissed? (checkbox), Time In (text box), Time Out (text box), Excused? (checkbox), Other codes (OffSite dropdown and another dropdown), Reason (Self-Isolation text box with a search icon).

Staff Attendance Buttons

Teachers should see the following attendance buttons:



A rectangular box containing four buttons: "A", "L", "OffSite", and "P".

Excused absences are only entered by Office staff. Parents should always contact the school office, and not the teacher directly to excuse absences.

Scenarios when you would use the Offsite button:

- Reason = Self-Isolation:
 - Post-travel, illness, waiting for testing to be completed

- Reason = Not Attending (COVID-related):

Parents are keeping the student home, long term, but teachers are still providing programming for the student.