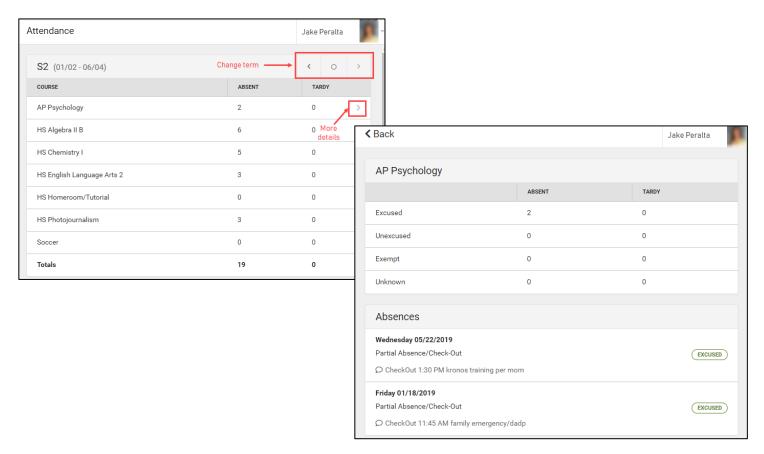
Attendance

Attendance in the portal is updated in real time based on the teachers' attendance taking. However, attendance is not considered finalized until it has been processed by the attendance secretary. This means if a student arrives tardy after the teacher has marked them as absent, the portal may display them as absent until the attendance secretary processes their attendance at the end of the day.

Select the **Attendance** tab to a total count of all absences and tardies for the student in the term. You can view past terms using the arrows at the top. Click the gray arrow on a class to see details about the listed attendance events.



You can also check attendance in the **Calendar** tab. Click the **Attendance** button at the top of the calendar, and all days in the chosen month with an attendence event for the student will display a black dot. Select a day to view the attendance information.

