

To check your child's period attendance on SchoolTool, please follow the directions below:

1. Log into your SchoolTool account through [www.tullyschools.org](http://www.tullyschools.org) by clicking on the SchoolTool icon in the white menu bar at the top. If you have trouble logging into your account, please contact Sherry Huggins at 315-696-6236 or [sherry.huggins@tullyschools.org](mailto:sherry.huggins@tullyschools.org).
2. Once logged in, click on the blue paper with the person cutout to the left of the child you are wishing to view attendance for.
3. Click on the yellow tab labeled "Attendance" to the right of the screen.
4. The daily attendance will automatically show. To view your child's period attendance, simply click the circle next to "Course Attendance" on the left of your screen directly under the yellow bar labeled "Student." You can then toggle from "All" classes to "Missed" classes to see which classes have been missed without documentation.
5. You may also click on the tally mark to the very right of the screen underneath the yellow "Student" bar to see the calculation of absences according to course, period, teacher, or date.