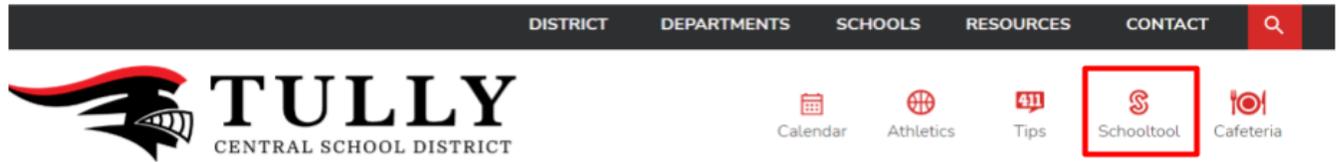


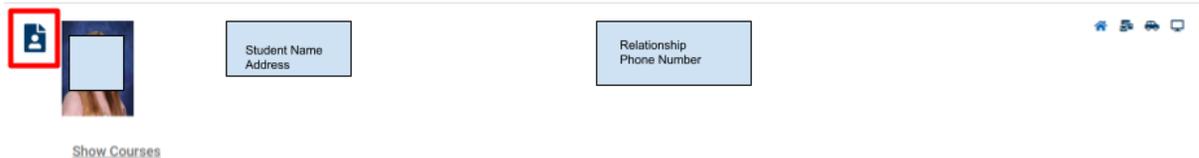
Parent Guide to SchoolTool Attendance

1. Log into your ST account through www.tullyschools.org by clicking on the SchoolTool icon in the white menu bar at the top.

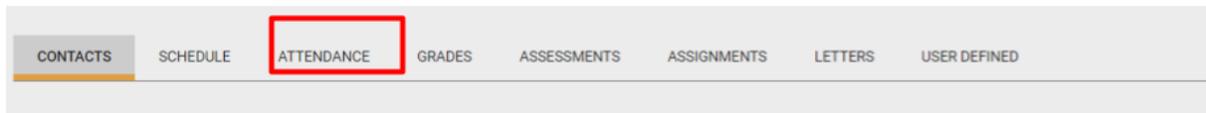


*If you have trouble logging into your account, please contact Sherry Huggins at 315-696-6236 or sherry.huggins@tullyschools.org.

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 tab labeled "Attendance."



4. The daily attendance will automatically show. To view your child's period attendance, simply click the circle next to "Course Attendance."

Type	Date	Reason
In	1/5/2023 2:00 PM	Field Trip
Out	1/5/2023 9:00 AM	Field Trip
Absent	12/5/2022	Absence - Excused
Absent	12/2/2022	Absence - Excused
Absent	11/21/2022	Bereavement
Absent	10/24/2022	Absence - Excused

Type	Date	Course	Period	Teacher	Reason
Absent	1/5/2023	SOCIAL STUD 8 - 0204 - (SN:02)	8	Zupan	Field Trip
Absent	1/5/2023	STUDY HALL - 1011 - (SN:08)	7	Sheldon	Field Trip
Absent	1/5/2023	ENGLISH 8 - 0104 - (SN:02)	6A	Franke	Field Trip
Absent	1/5/2023	SCIENCE 8 - 0403 - (SN:02)	4	Shaw	Field Trip
Absent	1/5/2023	Consumer Agriculture 8 - 0628 - (SN:01)	2	Bennett	Known Absence
Absent	12/5/2022	MATH 8 - 0304 - (SN:02)	9	Emigholz	Absence - Excused
Absent	12/5/2022	SOCIAL STUD 8 - 0204 - (SN:02)	8	Zupan	Absence - Excused
Absent	12/5/2022	STUDY HALL - 1011 - (SN:08)	7	Sheldon	Absence - Excused
Absent	12/5/2022	ENGLISH 8 - 0104 - (SN:02)	6A	Franke	Absence - Excused

You can then toggle from "All" classes to "Missed" classes to which classes have been missed without documentation.

Type	Date	Course	Period	Teacher	Reason
Absent	1/30/2023	SOCIAL STUD 7 - 0200 - (SN:01)	1	Bovi	
Absent	1/24/2023	SOCIAL STUD 7 - 0200 - (SN:01)	1	Bovi	
Absent	1/19/2023	7th Grade PE - 0821 - (SN:03)	8	Charles	Nurse
Absent	1/19/2023	SOCIAL STUD 7 - 0200 - (SN:01)	1	Bovi	
Absent	1/13/2023	SOCIAL STUD 7 - 0200 - (SN:01)	1	Bovi	

5. You may also click on the tally mark on the right to see the calculation of absences according to course, period, teacher, or date.

Daily Attendance Course Attendance # Help €

School Year:

Type	Date	Course	Period	Teacher	Reason
Absent	1/30/2023	SOCIAL STUD 7 - 0200 - (SN:01)	1	Bovi	
Absent	1/24/2023	SOCIAL STUD 7 - 0200 - (SN:01)	1	Bovi	
Absent	1/19/2023	7th Grade PE - 0821 - (SN:03)	8	Charles	Nurse
Absent	1/19/2023	SOCIAL STUD 7 - 0200 - (SN:01)	1	Bovi	
Absent	1/13/2023	SOCIAL STUD 7 - 0200 - (SN:01)	1	Bovi	

Attendance Tallies X

Tally By:

Course



Course

Total

7th Grade PE - 0821 - (SN:03)

2

SCIENCE 7 - 0400 - (SN:01)

2

SOCIAL STUD 7 - 0200 - (SN:01)

8

Grand Total:

12