## Parent Guide to SchoolTool Attendance

1. Log into your ST account through <u>www.tullyschools.org</u> 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 <u>sherry.huggins@tullyschools.org</u>.

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.

<b>B</b>	Student Name Address	Relationship Phone Number	4 5 <del>0</del> 0
Show Courses			

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."

CONTACTS	SCHEDULE	ATTENDANCE	GRADES	ASSESSMENTS	ASSIGNMENTS	LETTERS	USER DEFINE	Ð		
Student  Daily Attendance O Course Attendance All										
School Year:	2022-2023 🗸									
Туре		Date						Reason		
In		1/5/2	2023 2:00 PM					Field Trip		
Out		1/5/2	2023 9:00 AM					Field Trip		
Absent		12/5	/2022					Absence - Excused		
Absent		12/2	/2022					Absence - Excused		
Absent		11/2	1/2022					Bereavement		
Absent		10/2	4/2022					Absence - Excused		
O Daily Attenda	ance 💿 Course Attendar 2022-2023	nce All 🗸								ar H
O Daily Attenda School Year:	ance  Course Attendar Course Attendar Date	nce All v				Period	Teacher		Reason	₩r He
O Daily Attenda School Year:	ance Course Attendar 2022-2023 Date 1/5/2023	Course	UD 8 - 0204 - (SI	N:02)		Period 8	Teacher Zupan		Reason Field Trip	He He
O Daily Attenda School Year: Type Absent Absent	ance  Course Attendar Course Attendar Course Attendar Course Attendar Course Attendar Date 1/5/2023 1/5/2023	Course SOCIAL STU STUDY HAL	UD 8 - 0204 - (SI	N:02) 18)		Period 8 7	Teacher Zupan Sheldon		Reason Field Trip Field Trip	an He
O Daily Attenda School Year: Type Absent Absent Absent	ance Course Attendar 2022-2023 Date 1/5/2023 1/5/2023 1/5/2023	Course Course SOCIAL STU STUDY HAL ENGLISH 8	UD 8 - 0204 - (SI LL - 1011 - (SN:02) - 0104 - (SN:02)	N-02) )8)		Period 8 7 6A	Teacher Zupan Sheldon Franke		Reason Field Trip Field Trip Field Trip	at He
O Dally Attenda School Year:	ance  Course Attendar Course A	Course SOCIAL STU STUDY HAL ENGLISH 8 SCIENCE 8	UD 8 - 0204 - (SI LL - 1011 - (SN:0 - 0104 - (SN:02) - 0403 - (SN:02)	N.02) )66) )		Period 8 7 6A 4	Teacher Zupan Sheldon Franke Shaw		Reason Field Trip Field Trip Field Trip Field Trip	æ k
O Daily Attenda School Year: Type Absent Absent Absent Absent Absent	ance Course Attendar 2022-2023 Date 1/5/2023 1/5/2023 1/5/2023 1/5/2023 1/5/2023	Course SOCIAL STU STUDY HAL ENGLISH 8 SCIENCE 8 Consumer J	UD 8 - 0204 - (SI LL - 1011 - (SN-02 - 0104 - (SN-02) - 0403 - (SN-02) Agriculture 8 - 0	N:02) 18) ) 628 - (\$N:01)		Period 8 7 6A 4 2	Teacher Zupan Sheldon Franke Shaw Bennett		Reason Field Trip Field Trip Field Trip Field Trip Field Trip Known Absence	Jat He
O Dally Attenda School Year:	ance  Course Attendar Course A	Course SOCIAL STU STUDY HAL ENGLISH 8 SCIENCE 8 Consumer / MATH 8 - 02	UD 8 - 0204 - (SI LL - 1011 - (SN:02 - 0104 - (SN:02) - 0403 - (SN:02) Agriculture 8 - 0 304 - (SN:02)	N-02) 18) ) ) 628 - (SN-01)		Period 8 7 6A 4 2 9	Teacher Zupan Sheldon Franke Shaw Bennett Emigholz		Reason Field Trip Field Trip Field Trip Field Trip Field Trip Known Absence Absence - Excuse	Hit He
O Dally Attende School Year: Type Absent Absent Absent Absent Absent Absent Absent	ance Course Attendar 2022-2023 Date 1/5/2023 1/5/2023 1/5/2023 1/5/2023 1/5/2023 1/5/2023 1/5/2022 12/5/2022	Course SOCIAL STU STUDY HAL ENGLISH 8 SCIENCE 8 Consumer / MATH 8 - 0 SOCIAL STU	UD 8 - 0204 - (SI L - 1011 - (SN-02) - 0104 - (SN-02) - 0403 - (SN-02) Agriculture 8 - 0 304 - (SN-02) UD 8 - 0204 - (SI	N-02) )8) ) 628 - (SN-01) N-02)		Period 8 7 6A 4 2 9 8	Teacher Zupan Sheldon Franke Shaw Bennett Emigholz Zupan		Reason Field Trip Field Trip Field Trip Field Trip Field Trip Known Absence Absence - Excuse Absence - Excuse	He He
O Dally Attends School Year:	ance  Course Attendar Course Attendar Course Attendar Date 1/5/2023 1/5/2023 1/5/2023 1/5/2023 1/5/2023 1/5/2023 12/5/2022 12/5/2022 12/5/2022 12/5/2022 12/5/2022	Course SOCIAL STU STUDY HAL ENGLISH 8 SCIENCE 8 Consumer / MATH 8 - 0: SOCIAL STU STUDY HAL	UD 8 - 0204 - (SI LL - 1011 - (SN-02 - 0104 - (SN-02) - 0403 - (SN-02) Agriculture 8 - 0 304 - (SN-02) UD 8 - 0204 - (SI LL - 1011 - (SN-0	N.02) 18) ) 628 - (SN.01) 628 - (SN.01) N.02)		Period 8 7 6A 4 2 9 8 8 7	Teacher Zupan Sheldon Franke Shaw Bennett Emigholz Zupan Sheldon		Reason Field Trip Field Trip Field Trip Field Trip Field Trip Known Absence Absence - Excuse Absence - Excuse	e Herrie

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

O Daily Attendance						
Туре	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.

O Daily Attendance						
Туре	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		

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## Attendance Tallies

