

Attendance Instructions for Second Semester

Beginning Second Semester, **middle and high school students** will use the following attendance procedures.

Synchronous (Hybrid and Remote students)

Teachers will continue to take attendance based on In-Person / Zoom attendance.

- Students should arrive on time and teachers will follow regular attendance procedures for marking students present, absent, or tardy.
- If a student cannot attend (in-person or Zoom), a parent should call the school's attendance line.

Asynchronous (see schedule below)

- MS/HS students will log in to the Information System and confirm attendance by the end of the school day
 - It is the same login information as their district email.
 - Asynchronous attendance will be based on the student confirming attendance in the information system during the school day.
 - **Some classes may meet more often such as drivers education. Students may be marked absent by their teacher, if a class meets more often and they do not attend the class session. Please check with teacher(s) if there are questions about class schedules.**

Q: Which days do students need to log in to confirm attendance?

A: **A-Day** Students – Mondays, Wednesdays, Fridays

B-Day Students – Mondays, Tuesdays, Thursdays

Q: Do students log in once per day or for each class?

A: Students only need to log in and confirm attendance **once per day**.

Q: By what time do students need to log in to confirm attendance?

A: Middle school students = 2:30 PM

High school students = 3:17 PM

Douglas, Douglas Prep, SLA, LEC Online = 3:00 PM

Q: What if students have questions?

A: Please ask your teacher(s) or call your school.

Q: How do students log in and confirm attendance?

A: See instructions on the following page.

1/4/21

Step 1: Click on the attendance banner on your school's homepage or use the following link.

<https://186.springfield.k12.il.us/IS3/>

Step 2: Log in to the District's Information System (sometimes called InfoSystem or Intranet) It is the same username and password as your email.



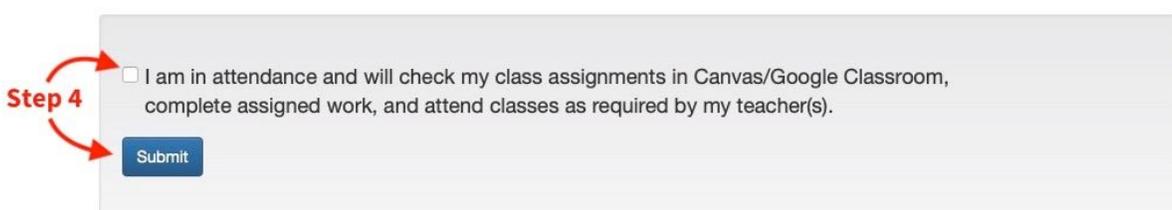
This is a restricted network. Use of this network, its equipment, and resources is monitored at all times and requires explicit permission from the network administrator and Springfield Public Schools. If you do not have this permission in writing, you are violating the regulations of this network and can and will be prosecuted to the full extent of the law. By continuing into this system, you are acknowledging that you are aware of and agree to these terms.

Step 3: Click "Attendance Check In"

Step 4: Check the box and click submit



Attendance Check-In for 12/17/2020



- If you need help, please contact your teacher(s) or school.
- Some classes may meet more often such as drivers education. You may be marked absent by your teacher, if his/her class meets more often and you do not attend the class session. Please check with your teacher(s) if you have questions about class schedules.

You will see the following message after successfully checking in:

Attendance Check-In for 12/29/2020

You have successfully checked in for 12/29/2020

- If you need help, please contact your teacher(s) or school.
- Some classes may meet more often such as drivers education. You may be marked absent by your teacher, if his/her class meets more often and you do not attend the class session. Please check with your teacher(s) if you have questions about class schedules.