



## 2020-2021 Attendance Procedures for Parents and Students

### Scenario 1: Students Who are Hybrid

1. On the days you are in school (A-L on Monday & Thursday, M-Z on Tuesday and Friday) – Teachers will take attendance in the same manner they always have. Students who come in tardy will need to follow the building procedures. **If a student is going to be absent for the entire day, parents must contact the attendance clerk to let them know.** Robocalls will be sent to parents of students who are not present if the attendance office hasn't been informed.
2. On the days you are engaged in independent learning (A-L on Tuesday & Friday, M-Z on Monday & Thursday):

- a. Students in grades K-5 will need to log into their homeroom teacher's See Saw page. In the **Inbox tab**, click on **Class Announcements**. There will be a link to the Schooltool Student Portal page (<https://schooltool.bcsd.org/>). Students in grades 6-12 will need to log into the student portal as well.
- b. Step 2: Log into Schooltool using your network log in and password.

- c. Step 3: When you get to the next screen, click "Continue" to log your daily attendance. That's all there is to it!

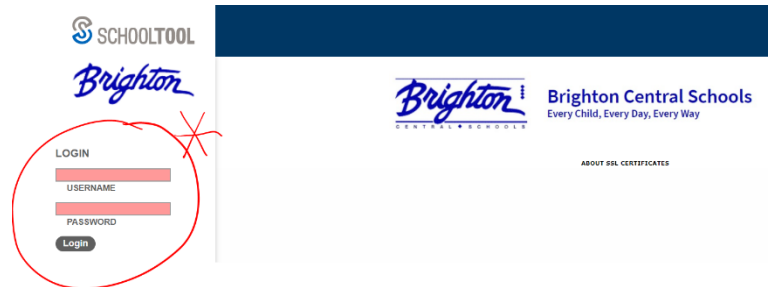
**PARENTS: If your child is not going to be in attendance on their Independent Learning Day, YOU NEED TO CONTACT THE ATTENDANCE OFFICE TO LET THEM KNOW.**

3. On Remote Wednesdays:
  - Student daily attendance will be taken by homeroom teacher (Grades K-5) or first period teacher (Grades 6-12).
  - For students who are in Grades 9-12 who do not have a first period class (i.e. you are scheduled for Academic Study Hall), use the procedure outlined above.
  - **PARENTS: If your child is not going to be in attendance on their Wednesday Remote Learning Day, YOU NEED TO CONTACT THE ATTENDANCE OFFICE TO LET THEM KNOW.**

## Scenario 2: Students who are Fully Remote

- Teachers will take attendance in the same manner they always have. For students in all grades, daily attendance will be recorded by the teacher during the first session of the day. **If a student is going to be absent for the entire day, parents must contact the attendance clerk to let them know.**
- For students who are in Grades 9-12 who do not have a first period class (i.e. you are scheduled for Academic Study Hall), use the procedure outlined below.

- Step 1: Log into Schooltool using your network log in and password.



SCHOOLTOOL

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ABOUT SSL CERTIFICATES

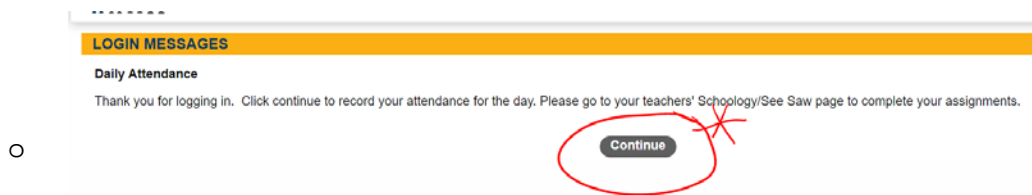
LOGIN

USERNAME

PASSWORD

Login

- Step 2: When you get to the next screen, click "Continue" to log your daily attendance. That's all there is to it!



LOGIN MESSAGES

**Daily Attendance**

Thank you for logging in. Click continue to record your attendance for the day. Please go to your teachers' Schoology/See Saw page to complete your assignments.

Continue