

HOW TO VIEW STUDENT ATTENDANCE

MyClass Parent Guide



Welcome to MyEducation BC MyClass

Here are just a few things that you can do in this program:

- Check your child's attendance
- See if your contact information is up to date
- Look at your child's current and previous marks, assignments, and due dates (if his or her teacher uses the Gradebook).

Getting Started:

A login id and password should have been e-mailed to you. If you have not received your account information, please contact MyClass@sd42.ca.

Go to the [MyClass](#) page to login or to [SD42](#) to connect to MyEducation BC.

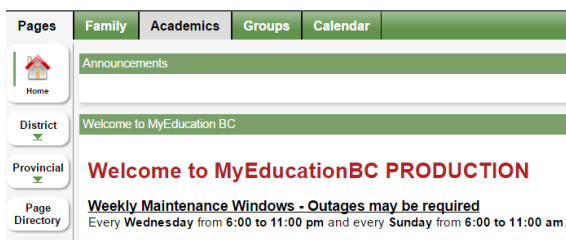
Log in and you will be prompted to change your password and enter a security question. Once you are on the program the first thing you want to do is set your preferences (located in the upper right corner, click on your name for drop down).

Set Preferences

Change *default locale* to US. For the next tab, **Security**, add a security question and the answer. This is so that you can reset your password if necessary. Click **Ok**.

Navigation

There are 5 *TopTabs* on the main page: **Pages, Family, Academics, Groups** and **Calendar**



The **Pages** top tab is where you see the main screen and where you will be able to access any web pages that your child is a member of. Click on **Page Directory** to check for pages.

Click on the **Family** tab at the top.
It will list all your students.

Click your **student's name**.

Pages **Family** Academics Groups Calendar

Students

Details Options Reports Help Search on Name

Contacts 0 of 3

<input type="checkbox"/>	Name	DOB	Grade
<input type="checkbox"/>	Smith, Sam	01/01/2007	12

Select **Daily Attendance** on the left side of the page.

Their attendance will display.

Details Options Reports Help Search on Date

Contacts 0 of 22 select

Daily Attendance

Details Absences: 9.25 (1.5 unexcused) Tardies: 1 Dismissals: 2 (1 unexcused)

<input type="checkbox"/>	Date	Code	Reason
<input type="checkbox"/>	1/27/2025	A-E	Vacation
<input type="checkbox"/>	1/24/2025	A-E	
<input type="checkbox"/>	1/22/2025	AL-E	
<input type="checkbox"/>	1/17/2025	A-E	

Transcript Assessments Schedule

Click on the day and it will show details of their absence.

These are a couple of examples.

Daily Attendance

Details

Transcript Assessments Schedule Membership Transactions

Date	11/19/2024
Absent?	Y
Late?	N
Dismissed?	N
Excused?	Y
Portion absent	1.0
Other code	
Other code 2	
Reason	Illness

This student was marked Absent Excused for illness for the entire day (1.0). If they were absent only for a portion, it would say .25, .5 or .75

Daily Attendance

Details

Transcript Assessments Schedule Membership Transactions Documents Notification

Date	12/18/2024
Absent?	N
Late?	N
Dismissed?	Y
Excused?	N
Portion absent	0.0
Other code	
Other code 2	
Reason	

Arrivals & Departures

<input type="checkbox"/>	Type	Time	Is excused?
<input type="checkbox"/>	Departure	11:05 AM	N

Examples of Common Attendance Codes

A - Absent Unexcused

AE (illness) - Absent Excused with reason

L (8:45) - Late (with time arrived)

E AUTH (Team Activity) - Absent Authorized with reason

D-E AUTH (2:30) (Appointment) - Student signed out with permission, note: time and reason