INSTRUCTIONS FOR CHECKING YOUR CHILD'S ATTENDANCE:

- Log into your MyClass account (MyClass)
- Click on Family on the Top Tab

Pages Fa	mily Academics Groups C	alendar			
Students					
Details	Options • Reports • Help •	Search on Name	70 III 🚥		2
Contacts			0 of 2 selected 🥔		Active Students
Daily Attendance	Name	DOB	Grade	School > Name	
Transcript			10	Westview Secondary SD42	
Assessments			12	Westview Secondary SD42	
Schedule					
Membership					
Transactions					
Documents					
Notification					

- Click on Daily Attendance on left hand tab
- Choose your student (if you have more than one at the school)

Students :: '	2 -		.			◀	•	2	⊳	
Details	Opti	Octores Reports Hido y Search on Date QU 70 ## 052							Current Ye	Z
Contacts	D of 4 solected									Year
Daily	Abser	ices: 3.0 Dismissals: 1	in .							_
Detaile		Date	Code	Reason	School > Name					
Transcript		9/25/2024	A-E		Westview Secondary SD42					1
Assessments		9/24/2024	A-E	liness	Westview Secondary SD42					
Schedule		9/23/2024	A-E	liness	Westview Secondary SD42					
Membership		9/20/2024	AD-E	ParentGuardianExcuse	Westview Secondary SD42					
Transactions										
Documents										
Notification										

• Once you see the list of dates, you can click on the date to see details and portion of that day that your child was absent.

Options Reg	orts • Help •			
M Count				
A Cancel				
Date	9/25/2024		Comment	
Absent?	Y			
Late?	N			
Dismissed?	N			
Excused?	Y			
Portion absent	0.5			
Other code				
Other code 2				
Reason				
Arrivals & Depa	artures			
Туре	Time	Is excused?		

• If you click on the Academics at the top Tab it bring you to this screen where you're able to see more details on Absences and Tardies for each class:

nily	Academics Groups Calendar								
Opti	ons v Reports v Help v Search on Term 🔍 🏹 🖩 🗗	23							
		Student							
			0 of 9 selected 🥔			Current Year	•	Current	Term
	Description	Term	Teacher	Clasm	Term Performance	5	Abs	Tdy	Dsm
	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	FY	Lowrie, Sydney	2010			2	5	0
0	ADST - FOOD STUDIES 10	FY	Raymond, Stefany	1190			8	1	1
	PHYSICAL & HEALTH EDUCATION 10: SOCCER ACADEMY	FY	Schmidt, Dennis	1013			i i	0	0
	SOCIAL STUDIES 10	FY	Kite, Daniel	1025				2	0
	ASSIGNED TIME 12 ADVISORY	FY	Alizadeh-Ebadi, Chianne	1070		1	2	0	0
0	SCIENCE 10	FY	Hill, Lindice	1030				0	0
	CAREER LIFE EDUCATION	FY	Kelly, Kieran	2021				0	1
0	LITERARY STUDIES 10	FY	Perger, Christopher	1060				3	0
	R4 40VANCED SOCCER 10	FY	Salamid Dennis	1012				0	0

• You can then click on a specific class to get additional details:

talls	Options F	teports 🕶 🛛 Help 💌								
Assignments Attendance	X Cancel	Default Template								
	Teacher	Lowrie, Sydney					Classroom	2010		
	Attendance	Summary		Average Summary			Average Summ	ry		
	Туре		Tri 1 2	Tri 2	Tri 3 O	Year 2	Category Last posted grade		Tri 1 Tri 2	Tri 3
	Absent	0								
	Tardy		5	0	0	5	Enal grade			
	Dismissed		0	0	0	0				

If you have any problems accessing your MyClass account you can email the helpdesk at myclass@sd42.ca or call them at 604-466-6248