Monitor Attendance

1. Log in to Focus with the student username and password or your parent account login information
2. On the home page, select Attendance

Guide:
- **P** = Present & On Time
- **UT** = Late to Class (Unexcused)
- **21** = Absent
- **ET** = Late to Class (Excused)
3. To review absences, select “Absences” on the homepage

The top section is a list of all absences and tardiness & their reason

Total attendance statistics will display here

Period across the top & date on the left
Red indicates an absence or tardy
A red “Absent” bar under the Daily column indicates the student was marked absent for the full day