

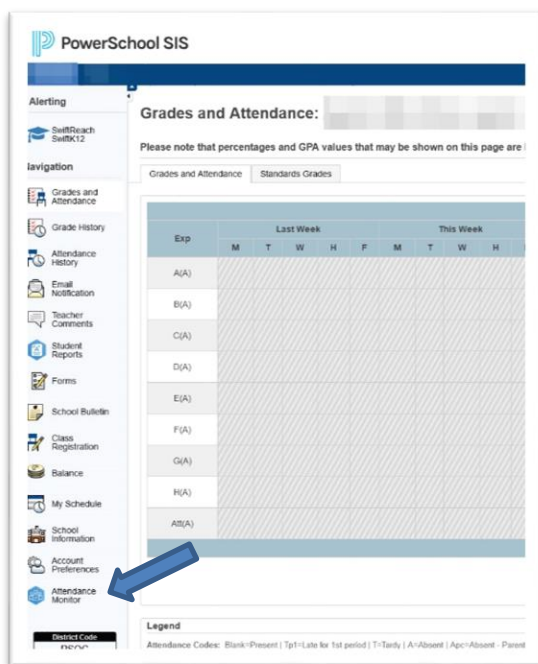


Attendance Monitor Family Guide

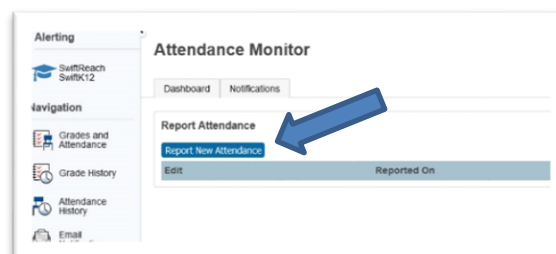
For the 2024-25 School Year, STMC will be using a new, online attendance reporting system. When a student will be absent, late or leaving early for any reason, families will report the details using our Attendance Monitor system that is integrated with the STMC PowerSchool **PARENT** Portal.

- Attendance cannot be reported from the STMC PowerSchool STUDENT Portal.
- Reports should be made before 9:00am using our Attendance Monitor system. Automated phone calls to all parent/guardian contacts will be initiated shortly after 9:00am by the system to inform families regarding un-reported lates or absences.
- **You must include your first and last name, and your relationship to the student, in the Report Explanation.** Report explanations and reasons may be edited after the initial submission if necessary.
- The PowerSchool Mobile App CANNOT be used for late or absent reports. To report via your mobile phone, please use the web browser, (Chrome, Safari, Firefox), on your phone to sign-in at <https://ps.stmc.bc.ca> and follow the instructions below.

Using Attendance Monitor from your laptop or desktop computer:



1. Login to your STMC PowerSchool **PARENT** account at <https://ps.stmc.bc.ca>
2. From the home screen, select 'Attendance Monitor'
3. From the 'Attendance Monitor' main page, select the 'Report New Attendance' button.





4. On the 'Report New Attendance' page, enter all necessary information, as shown below. Be sure to click 'Submit' when you are done.

The screenshot shows the 'Attendance Monitor' web interface. It includes a sidebar with navigation options like 'Grades and Attendance', 'Attendance History', and 'Forms'. The main form is titled 'Create Attendance Report' and contains fields for 'Student Name', 'Absence Date' (with a date picker set to 08/22/2024), a dropdown for 'What is the reason for the absence?' (set to '-- Please Select --'), a checkbox for 'Is this absence for the whole day?' (set to 'Yes'), and a text area for 'Explanation'. A 'Submit' button is at the bottom right. Three callout boxes provide instructions: a blue box at the top right says 'Be sure you are reporting the correct student, and that the correct dates have been entered'; a blue box on the right says 'Select the general reason from the list, and provide specific details in the 'Explanation'. Be sure to include your name and relationship to the student'; and a green box at the bottom right says 'Be sure to click 'Submit' when you are done'.

Using Attendance Monitor from your mobile phone:

1. Use the web browser on your phone to open <https://ps.stmc.bc.ca> – the PowerSchool Mobile App CANNOT be used to access Attendance Monitor.

The first screenshot shows the mobile browser at the URL 'ps.stmc.bc.ca/guardian/h'. The 'PowerSchool SIS' sidebar is visible, and a blue arrow points to the 'Attendance Monitor' option. The second screenshot shows the 'Attendance Monitor' page with a blue arrow pointing to the 'Report New Attendance' button. The third screenshot shows the 'Report Attendance' form with a blue arrow pointing to the 'Report Reason' dropdown menu.

2. Login to your STMC PowerSchool **PARENT** account. On the home screen, you may have to click the small arrow shown on the screenshot to expand the sidebar options. Select 'Attendance Monitor'

3. From the 'Attendance Monitor' main page, select the 'Report New Attendance' button.



4. On the 'Report New Attendance' page, enter all necessary information, as shown below. Be sure to click 'Submit' when you are done.

The screenshot shows the 'Attendance Monitor' interface in PowerSchool SIS. The page title is 'Attendance Monitor' and it includes a navigation bar with 'Dashboard' and 'Notifications'. The main section is titled 'Create Attendance Report' and contains the following fields:

- Student Name:** A text input field with a dropdown arrow.
- Absence Date:** A date input field showing '08/22/2024' and a placeholder 'MM/DD/YYYY'.
- Reason for Absence:** A dropdown menu with the text '-- Please Select --'.
- Is this absence for the whole day?:** A radio button labeled 'Yes'.
- Explanation:** A large text area for providing details.
- Submit:** A blue button at the bottom right.

Three callout boxes provide instructions:

- A blue box points to the Student Name and Absence Date fields, stating: "Be sure you are reporting the correct student, and that the correct dates have been entered".
- A blue box points to the Reason for Absence dropdown and the Explanation field, stating: "Select the general reason from the list, and provide specific details in the 'Explanation'. Be sure to include your name and relationship to the student".
- A green box points to the Submit button, stating: "Be sure to click 'Submit' when you are done".