

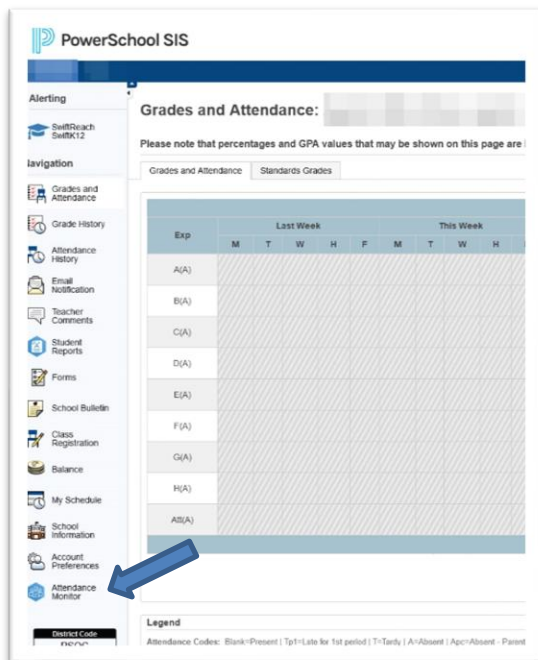


Attendance Monitor Family Guide

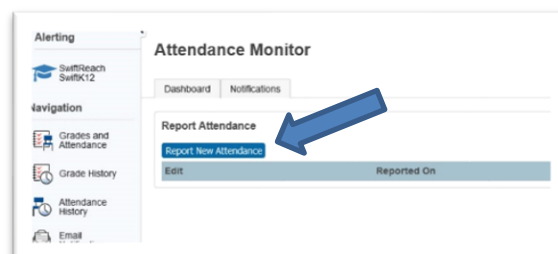
STMC uses an online attendance reporting and notification system. When a student will be absent or late for any reason, families must report the details using our Attendance Monitor system that is integrated with their STMC PowerSchool **PARENT** Portal.

- Attendance cannot be reported from the STMC PowerSchool STUDENT Portal.
- Late and absence 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.
- Reports may be made for up to 10 days in advance, eliminating the need to report attendance on each day of a multiple-day absence.
- The PowerSchool Mobile App CANNOT be used for late or absent reports. To report via your mobile phone or tablet, please use the web browser, (Chrome, Safari, Firefox), on your device 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.





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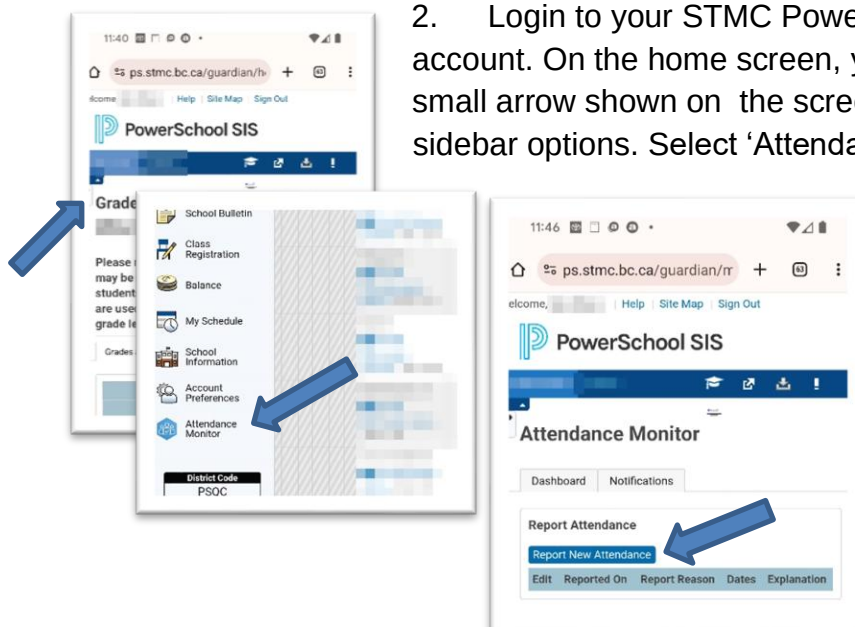
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4. On the 'Report New Attendance' page, enter all necessary information, as shown below. Be sure to click 'Submit' when you are done.

The screenshot shows the 'Attendance Monitor' web form. It includes a sidebar with navigation links like 'Grades and Attendance', 'Grade History', 'Attendance History', 'Email Notification', 'Teacher Comments', 'Student Reports', 'Forms', and 'School Bulletin'. The main form has tabs for 'Dashboard' and 'Notifications'. The 'Create Attendance Report' section contains fields for 'Student Name', 'Absence Date' (with a date picker set to 08/22/2024), a note to 'Leave second date empty if only reporting single day absence.', 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. Four callout boxes provide instructions: 1. 'Be sure you are reporting the correct student, and that the correct dates have been entered' points to the 'Student Name' and 'Absence Date' fields. 2. 'Select the general reason from the list' points to the 'What is the reason for the absence?' dropdown. 3. 'Enter further details, and your full name and relationship to the student, in the 'Explanation' Box' points to the 'Explanation' text area. 4. 'Be sure to click 'Submit' when you are done' points to the 'Submit' button.

Using Attendance Monitor from your mobile phone or tablet:

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



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'

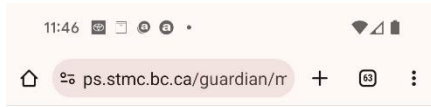
3. From the 'Attendance Monitor' main page, select the 'Report New Attendance' button.



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



Attendance Monitor

Dashboard Notifications

Create Attendance Report

Student Name

Absence Date -

Leave second date empty if only reporting single day absence.

What is the reason for the absence?

Is this absence for the whole day?

Explanation

Be sure you are reporting the correct student, and that the correct dates have been entered

Select the general reason from the list, and select if the absence is for the whole day, or not.

Enter further details, and your **full name and relationship** to the student, in the 'Explanation' Box

Be sure to click 'Submit' when you are done