

## Attendance Quick Reference Sheet for Teachers

Click once to mark a student absent

IMPORTANT: You must click SAVE even if no students are marked absent.

Click twice to mark a student tardy

ID	Student Name	Roster	Attendance	Time	Note	Verified	Reason	Event Time
318271037	Adair, Regan	None	Absent		<input type="checkbox"/>	<input type="checkbox"/>	--Select--	
318276939	Cambell, Kylee	None	Present		<input type="checkbox"/>	<input type="checkbox"/>		
318442792	Durand, Lucienne	None	Present		<input type="checkbox"/>	<input type="checkbox"/>		
318276650	Gallo, Suzann	None	Tardy	07 45	<input type="checkbox"/>	<input type="checkbox"/>	--Select--	
318337058	Mahaffey, Edgar	None	Present		<input type="checkbox"/>	<input type="checkbox"/>		
318259568	Rangel, Erlinda	None	Present		<input type="checkbox"/>	<input type="checkbox"/>		
318274912	Sylvester, Ethan	None	Present		<input type="checkbox"/>	<input type="checkbox"/>		
318301826	Taber, Tamara	None	Present		<input type="checkbox"/>	<input type="checkbox"/>		

Total Number of Students: 8  
N/A -Partial schedule for the student already exists

### Taking Attendance:

1. Log in to eSD <https://esd.eschooldata.com>
  2. Click on Staff then Staff Schedule Views
  3. Click on the class you want to take attendance for
  4. Today's attendance form will appear
  5. Click on the attendance button next to the student's name to change their attendance status.  
Click once to mark absent, twice to mark tardy.
  6. Click SAVE to store attendance
  7. Use the close button on the top right corner to close window
  8. Don't forget to LOG OFF eSD before leaving your classroom
- \*\*IMPORTANT:** Even if all students are present you must go into your attendance form and click SAVE to verify all students are in class.