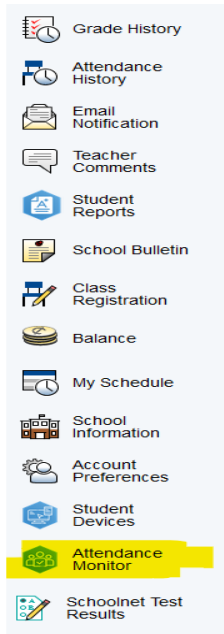
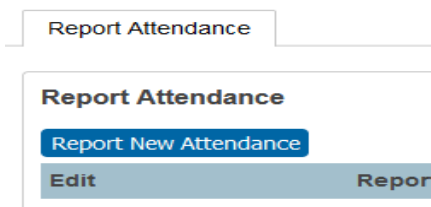


## Report Attendance

- From the public portal at ps.glcomet.net (this is **NOT** available in the **Mobile APP**) select Attendance Monitor from the left navigation menu



- Click the Report New Attendance button



- Enter the Absence Date (leaving the second date blank to report for today only. Select Yes or No in the “Is this absence for the whole day” drop-down or If No enter the Time Range. The system will only allow attendance for In-Session Days. If your attendance includes non-session days (holidays or weekends) two separate attendance entries will need to be entered.

- Select the reason for the absence from the “What is the reason for the absence?” drop-down menu and then enter an explanation in the **Explanation text box (Required)**

A form titled 'Create Attendance Report' with the following fields: Student Name (Stein, Kelsey), Absence Date (05/03/2021 - MM/DD/YYYY), What is the reason for the absence? (dropdown menu), Is this absence for the whole day? (Yes dropdown), and Explanation (text area). A blue 'Submit' button is at the bottom right.