ASCENDER PARENT PORTAL

ASCENDER GUIDES

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ELEVATING TECHNOLOGY SOLUTIONS



# Attendance (Asistencia)

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# Attendance

(Asistencia)

***ASCENDER ParentPortal > Attendance***

The Attendance page displays your student's daily attendance and semester totals.

- **Detailed Attendance** - Displays attendance details in a table view.
- **Calendar View** - Displays attendance details in a calendar view instead of a table view.
- **Totals View** - Displays tardies and attendance totals for the semester.

Attendance data is current as of the date and time you logged in. To refresh the attendance data displayed, you must log out and log in again.

ASCENDER ParentPortal Navigation Features

Navigation tools are located along the left side of the page, or in the top-right corner. Some tools function differently on mobile devices.

**MOBILE DEVICE USERS:** On a mobile device, tap  to access the side menu.

### Selected Student

The currently selected student's name and photo are displayed in the top-left corner. The photo is only displayed if provided by the district.

If you have multiple students added to your ParentPortal account, click  next to **My Students** to select a another student.

### Add a Student

Click **Add Student** to add a student to your ParentPortal account. A pop-up window opens.

### Campus

The campus attended by the selected student is displayed. If the student attends multiple campuses, you can select the campus.

## Navigation

You can access your student's data. Data is only available if enabled by the district.

**Summary** - Your student's schedule, current average for each class, and today's attendance are displayed.

**Attendance** - You can view your student's detailed attendance, as well as a calendar view and totals.

**Grades** - You can view your student's semester, cycle, and assignment grades. Click to expand the grades menu.

**Discipline** - You can view your student's discipline incidents.

**Immunizations** - You can view your student's immunizations on file at the campus, as well as a list of immunizations due.

**Alerts** - You can view alert messages and set up customized alerts.

**Links** - Your district or campus may provide helpful links.

## Other Tools

- Click to hide the left-side navigation bar. Click again to display the navigation bar.

- Various sections throughout ParentPortal can be collapsed or expanded. Most data is collapsed by default. Click the arrow to show the section. Click it again to hide the section from view.

- Various pages throughout ParentPortal can be printed. Using the print icon instead of the browser's print option will ensure the best formatting of the content. Click to print the content displayed.

### Top-right

- Click to view alerts for your student. The number of unread alerts (if any) is displayed in a red circle next to the icon.

- Click to view ASCENDER ParentPortal online Help.

- Click to change the language or log out of ASCENDER ParentPortal.

**Bottom-left**

- Click to open the My Account page.

- Click to log out of ASCENDER ParentPortal.

See Also:

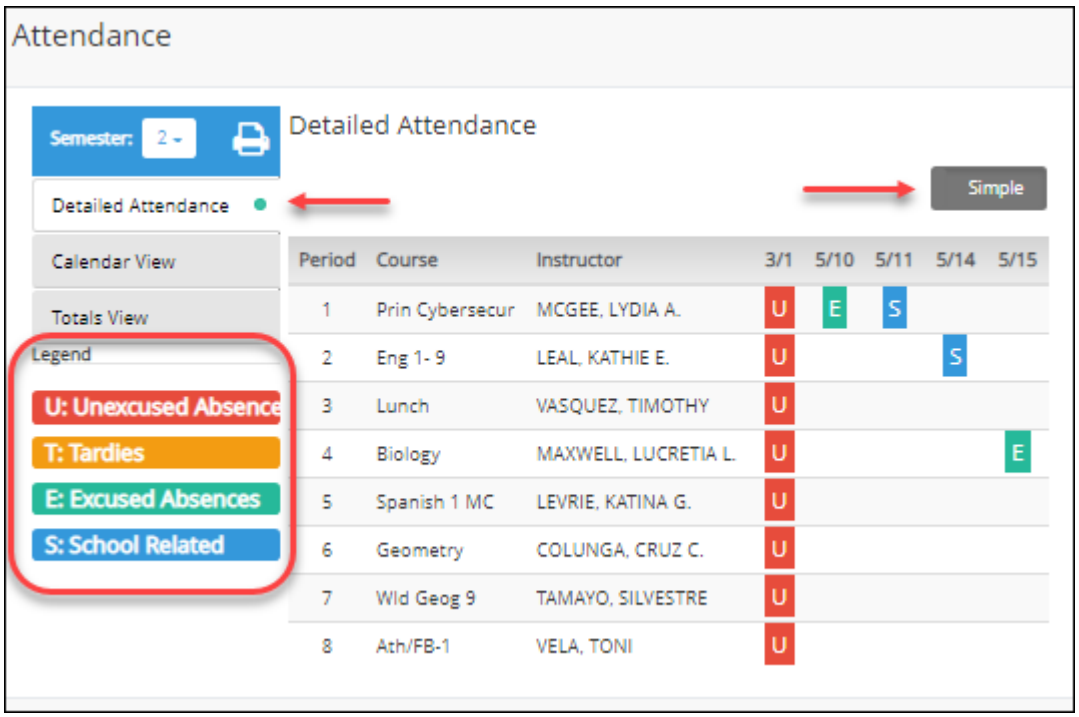
- What is the official attendance record?

**MOBILE DEVICE USERS:** Your student's attendance data is *below* the legend. You may need to scroll down to view data.

| | |
|---|---|
| **Semester** | Select the semester you want to view attendance for. |

# Detailed Attendance

Detailed Attendance (Simple View) is the default view.




Your student's schedule is displayed. The date appears in the column heading *only* if your student

was marked absent or tardy for any period during that day.

If your student was present and on time for the entire day, nothing appears for the date.

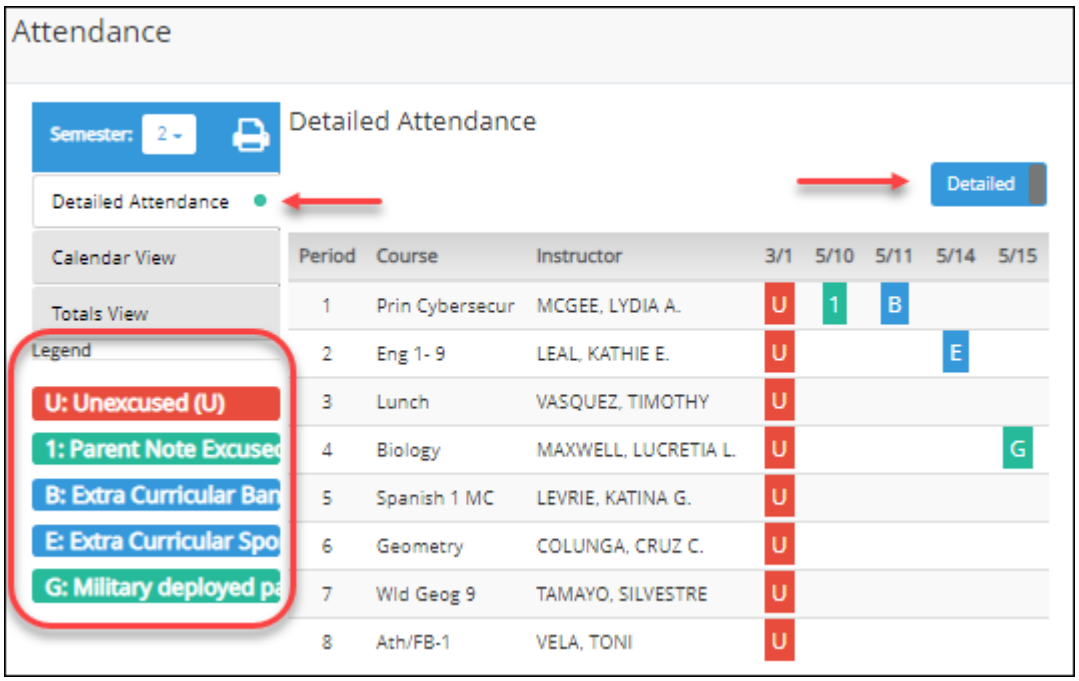
If your student was *not* present for the entire class, a code appears for the period and date. A description of each code is displayed in the **Legend**.

## Simple/Detailed View

The **Simple** view is selected by default, which displays the four main absence types:

- Unexcused Absence (U)
- Tardy (T)
- Excused Absence (E)
- School Related (S)

Click or tap the **Simple** button to toggle to **Detailed** view where you can see more specific information for an absence, such as whether a doctor note or field trip notice is on file for that absence. All applicable codes are listed in the **Legend**.




Click or tap the **Detailed** button to return to **Simple** view.

**MOBILE DEVICE USERS:** On a mobile device, if you have numerous absences, you may need to tap a row to open the Details view in order to see all absences for a particular class.

# Calendar View

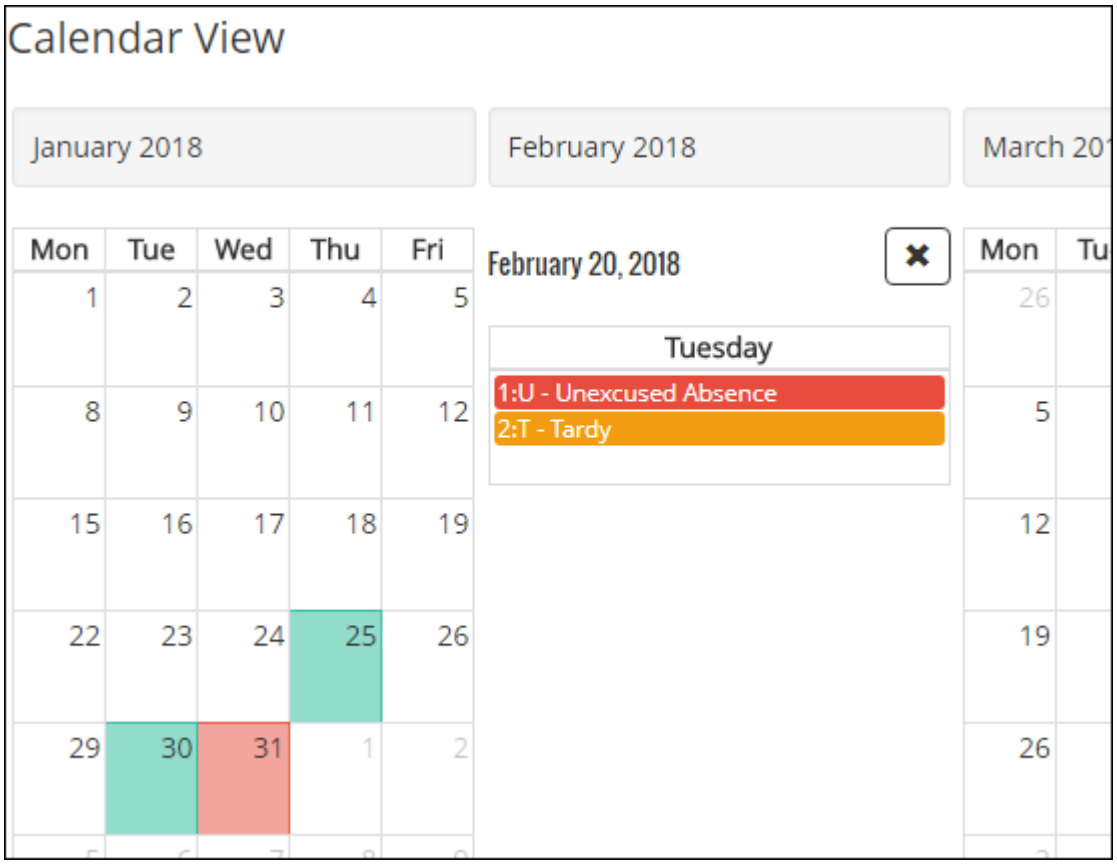
Click or tap **Calendar View**.

All months for the selected semester are displayed.

If your student was not present for the entire class for any period of the day, the day is shaded on the calendar according to the legend.

**NOTE:** If your student had multiple types of absences on the same date (such as a tardy and an unexcused absence), the date will be shaded according to the most severe absence type. For example, “Unexcused Absence” is the most severe (red), and “School Related” is the least severe (blue).

Click or tap the date to view details for that date. The detailed date view opens in place of the month.



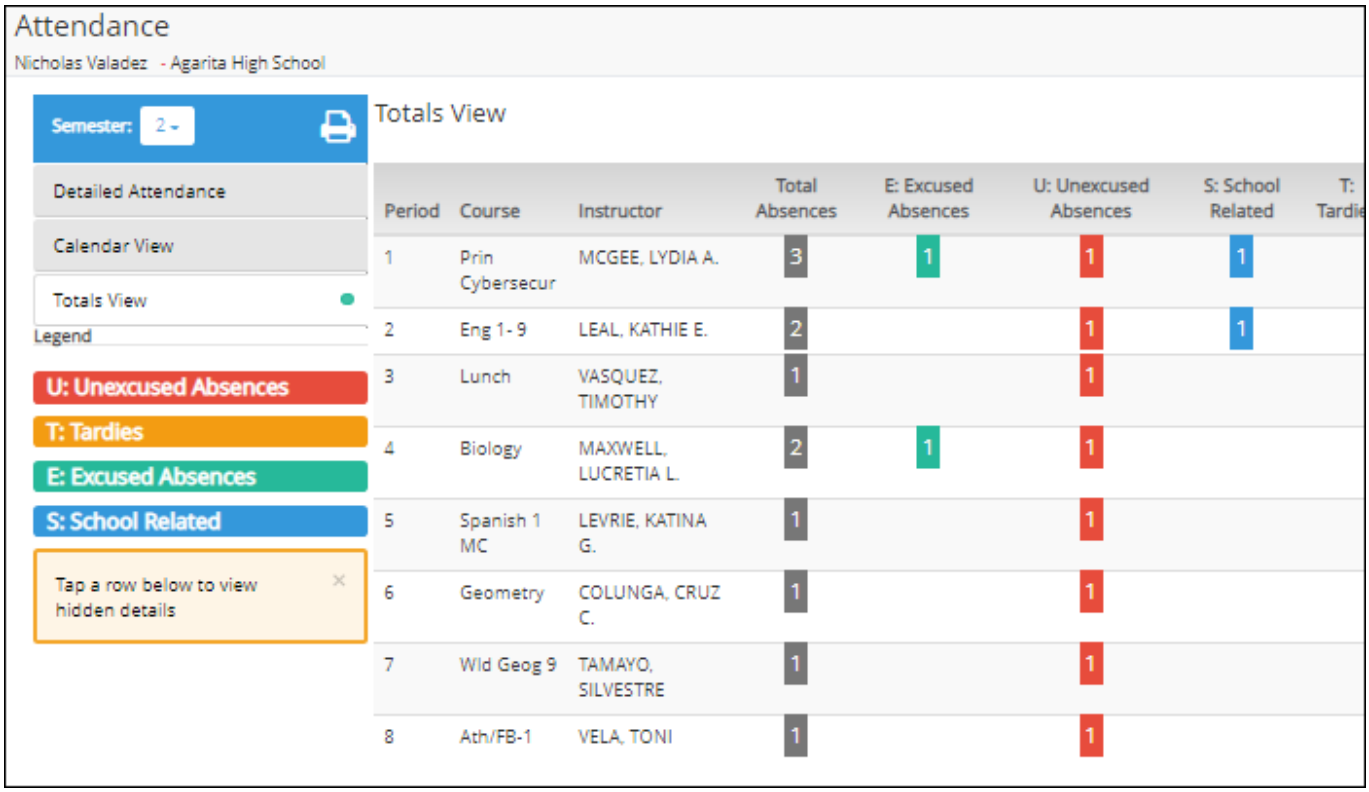

For each period your student was absent or tardy, the attendance code and description are displayed and color coded according to severity of the absence. The period is only listed if your student was marked absent or tardy for that period.

Click [X] to close the detail view. The full month is again displayed.

# Totals View

Click or tap **Totals View**.

Your student's classes are listed by period, and the total number of excused absences, unexcused absences, school-related absences (e.g., UIL events or field trips), and tardies for the selected semester are listed.




The **Total Absences** column displays semester totals for all absence types, excluding tardies.

| **Instructor** | |
|---|---|
| | |

**MOBILE DEVICE USERS:** Tap a row to view semester totals for the class.

# Asistencia

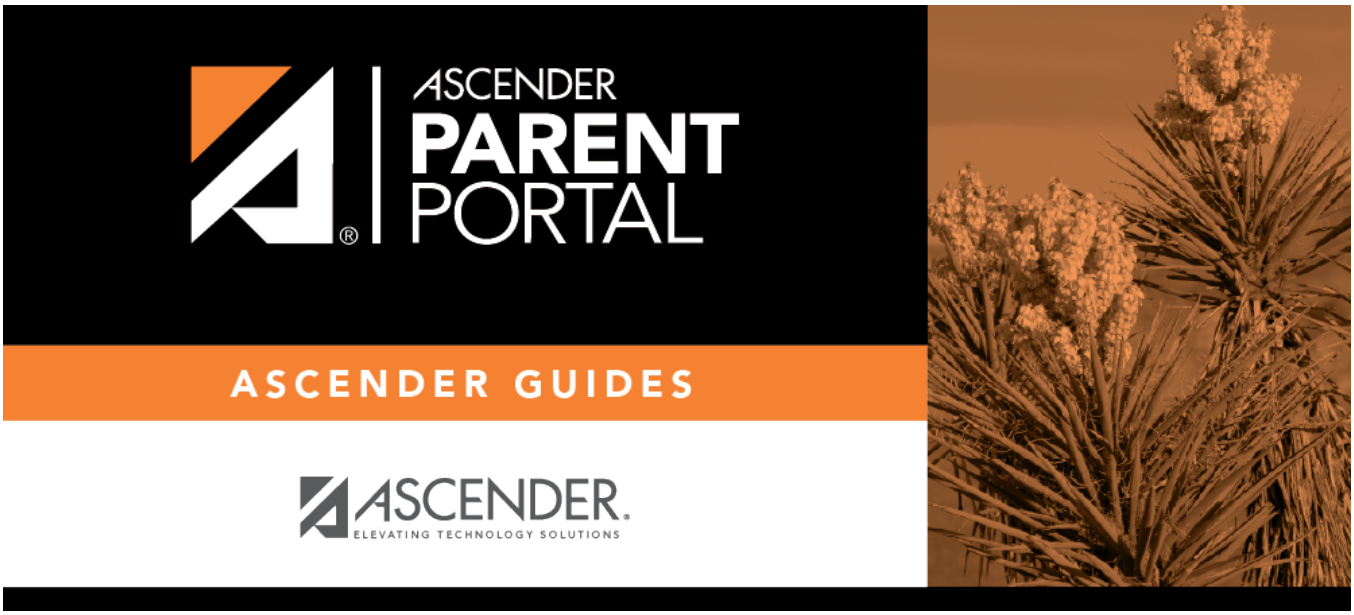
***ASCENDER ParentPortal > Asistencia***

La página de Asistencia le permite ver la asistencia diaria de su estudiante, así como su asistencia total del semestre. La página de Asistencia tiene tres pestañas: Asistencia Detallada, Vista De Calendario y Vista de Totales.

- **Asistencia Detallada** - Muestra los detalles de la asistencia en un formato de tabla.

- **Vista De Calendario** - Muestra los detalles de la asistencia en un formato de calendario, en vez de una tabla.
- **Vista de Totales** - Muestra los retardos y faltas totales del semestre.

Los datos de asistencia están actualizados al día y la hora en que inicie sesión. Para actualizar los datos de asistencia mostrados, debe cerrar la sesión y volver a iniciarla.


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