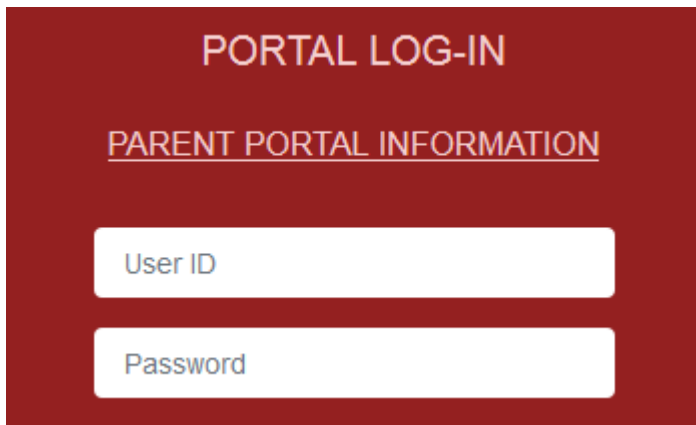


Parent Portal - Understanding Your Student's Attendance

These instructions are to aid you with understanding your student(s) attendance record.

Follow the Steps below to the normal and Detailed view of Attendance.

1. **OPEN** a New Internet Window
2. **CLICK** or **COPY** this link, <https://go2.gwinnett.k12.ga.us/index.html>, to access the Parent Portal.
3. Wait for the Parent Portal page to load
4. **ENTER** your Email and Password to log in



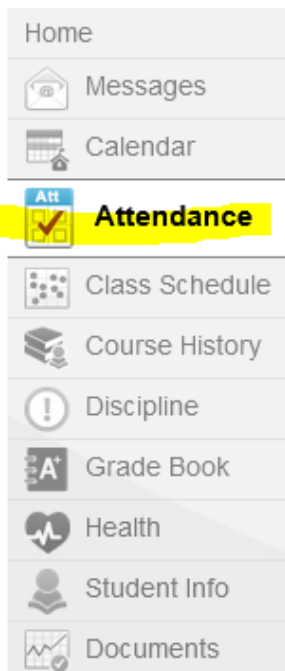
- a. **NOTE:** If you do not have a Parent Portal ID, reach out to Mr. Doyne, in the Parent Center, at michael.doyne@gcpsk12.org
5. Once logged in, **CLICK** on the “ParentVUE (Student Information)” picture.



ParentVUE
(Student Information)

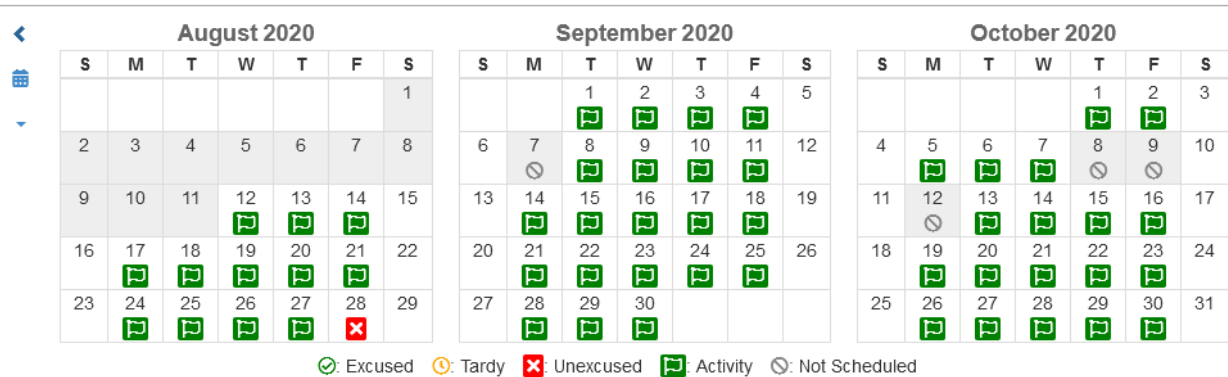
6. Wait for the ParentVUE page to load.

7. Look in the Table of Contents list and **CLICK** “Attendance”



8. You will now see an Overview of your Student’s Attendance, by Day, as shown below:

ATTENDANCE



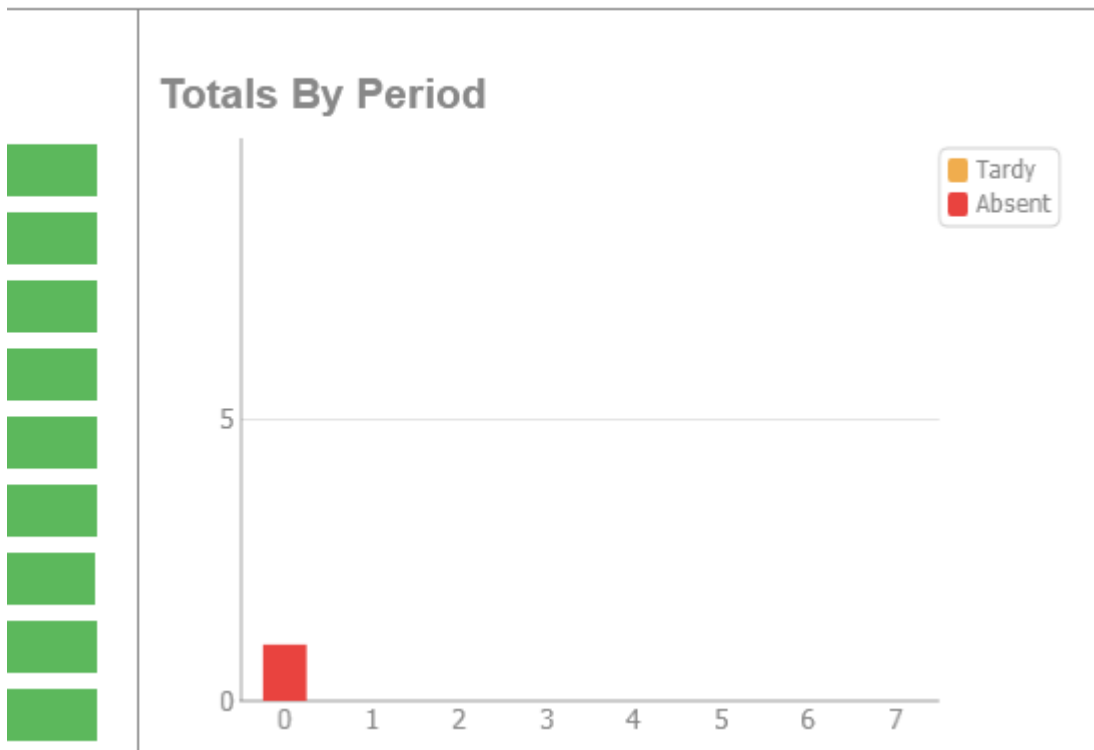
9. **Color Coding icons**, , explain the attendance for each day.

Excused Tardy Unexcused Activity Not Scheduled

- a. **Green** Indicates a student was present All Day
- b. **Yellow** shows a student arrived late, either In-Person or Online Digitally
- c. **Red** shows a student:
 1. Missed One or more classes for the day or
 2. Absent All Day

10. **NOTE:** It is important to **SCROLL DOWN** and to see the “Attendance by Period”.
(**Period** shows which class(es) a student has missed)

All (08/01/2020-05/26/2021) >



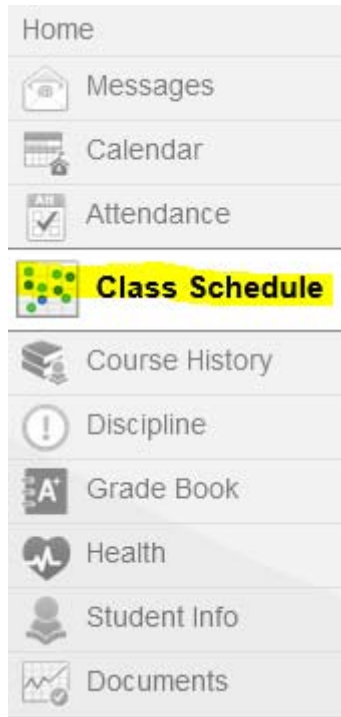
11. **Example:** The Graph above shows that this student did not Attend Period Zero (0), which is their Homeroom class. On August 28th.

- a. **No Action is Needed**, if your student missed the Period(s) indicated
- b. **For Questions** send an email to the Appropriate Teacher for more information or to update, if your student attended this period. In this example, an email would be sent to the Homeroom teacher (**See Step 13 below on How to Identify the Correct Classroom Period and Teacher**)

12. **NOTE:** If a student shows multiple absents, you will need to **SCROLL DOWN** to see the “Days of Attendance” Detailed View

13. **How to Identify Classroom Period and Teacher**

- a. **CLICK** “Class Schedule” to see what Period and Subject your student is attending



- b. You will now see Periods Zero (0) through Seven (7) and the subject/Teacher for each period.
- c. Match the Period Absent to the Class Schedule and Subject/Teacher to know which Period your student was absent from
- d. **NOTE:** If a student is absent from a “Connections” class, you will look at if it is “A” or “B” Day Connections to contact the correct Connections Teacher.
 - i. The schedule format for Connection is
 - 1. “A” Connections are held on Mondays, Wednesdays and Fridays
 - 2. “B” Connections are held on Tuesdays, Thursdays and Fridays

Follow Steps 14 through 17 below, if your student(s) is absent more than one class or days.

14. **Scroll down and CLICK** on “Detailed” view, on the Right-side of the screen, to Turn “On” the Detailed Attendance View, as seen in this screenshot

Days of Attendance

Detail: off

15. When Detail View is turned On, you will see the screenshot below

Days of Attendance

Detail: on

Excused
 Tardy
 Unexcused
 Activity
 Not Scheduled

Lilburn Middle School																			
Date	All ...	Periods																	
		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
09/08/2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										
09/04/2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										
09/03/2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										
09/02/2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									
09/01/2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									
08/31/2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									
08/28/2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										

7 15 30 < 1 2 3 4 5 6 7 8 9 10 >

16. The “Days of Attendance” Detailed View, will allow you to see All Days of Attendance for the year, by Period.

17. Viewing Options

- To View 7, 15 or 30 days, on one page, **CLICK** on either the “7,15,30” numbers, at the bottom left, as shown in the screenshot below
- To move back to previous days/months of attendance, **CLICK** on the page numbers, on the bottom right, as shown in the screenshot below

11/17/2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										
11/16/2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										

7 15 30 < 1 2 3 4 5 6 7 8 9 10 >