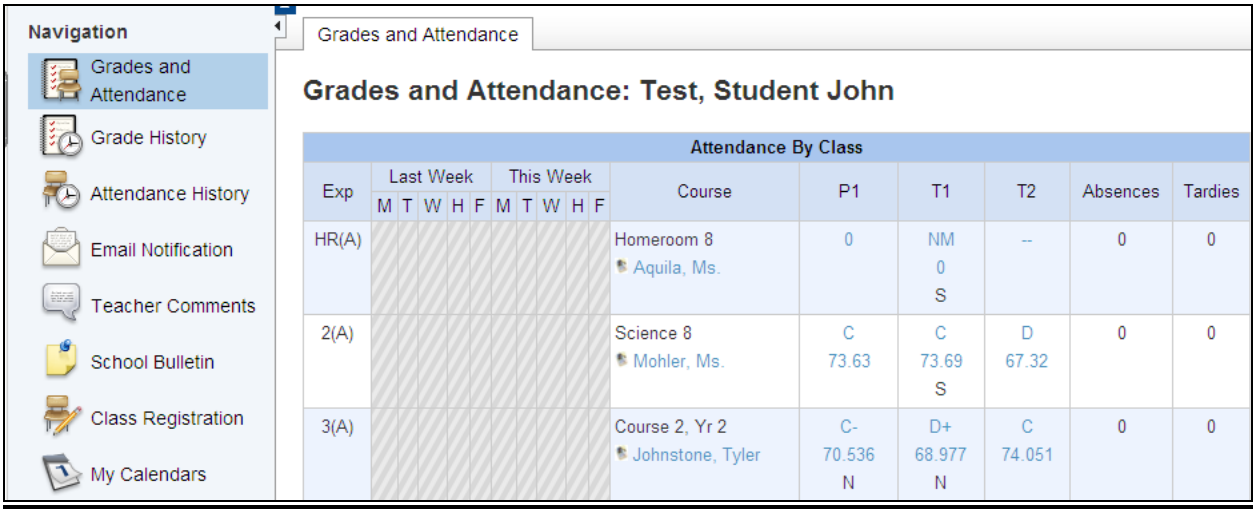
Grades and Attendance



- The **Grades and Attendance** page provides the following information…
  - Two week summary of attendance (Last Week and This Week)
  - An overview of grades
    - Past reporting periods (ex. T1: Trimester 1, P1: Progress 1) reflect the final grade/citizenship for that reporting period
    - Current grades are dynamic and will change as teachers enter new assignments
    - Click on the grade itself to be taken to a list of assignments and scores
  - Reporting period totals for Absences and Tardies
    - You can click on the total to see a list of the dates and absence/tardy reasons
    - A legend explaining absence/tardy codes is provided at the bottom of the Grades and Attendance page
- To send an email to a teacher, click on the teachers name
  - **NOTE:** To use this function, your web browser must be configured to open an e-mail application, and the e-mail application must be configured to send a message. This is not an internal function of the portal. Individuals must configure this option on their own computers.