

Levittown Public Schools Tutorial

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Parent Portal – Printing your students Attendance

Purpose: This tutorial will assist you with printing your student's attendance for the current school year.

- · Log in to your Parent Portal account
- Click the Grades & Attendance button
- The following screen will appear:

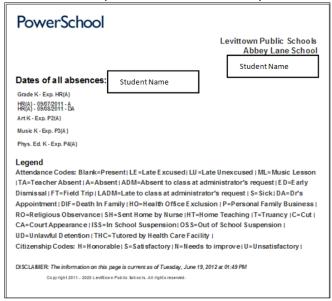


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										1	Attendance By Class				
Ехр	М	Last Week M T W H			F	This We			Н	F		Course		Absences	Tardies
HR(A)							LU				Grade K			2	6
P2(A)		8						*		٠	Art K			0	0
P3(A)		•						•			Music K			0	0
P4(A)			*	:00							Phys. Ed. K			0	0
												1	Attendance Totals	2	6
										Sho	w dropped classes al	so			
										1	Attendance By Day				
	Last V								Week			Absences		Tardies	
T	V	1	H	F		M	T		W		H F	11-12	YTD	11-12	YTD

Absences:

- o Click on number under Absences YTD (year to date) (circled in red in the example above)
- This will display the days your student was absent from school and the reason (Attendance Code)
- o To print this information, click the Printer icon next to the Need Help?
- o Click Print
- This will print a list of the days your student was absent from school with the reasons. A legend with the Attendance Codes prints below it.

Here is a sample attendance code printout for a kindergartener:



Tardies:

- o Click on the number under Tardies YTD (year to date) (circled in blue in the example above)
- This will display the days your student was late to school and the reason for the lateness (Attendance Code)
- o To print this information, click the Printer icon



next to the Need Help? button

- o Click Print
- This will print a list of the days your student was late to school with the reasons. A legend with the Attendance Codes prints below it.

Here is a sample tardy code printout for a kindergartender:

