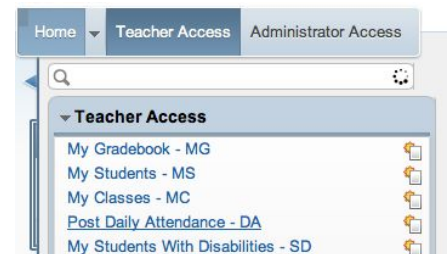


NEW STAFF BOOT CAMP

Taking Attendance

1. You will need your Skyward (Shoreline's Student Information System) login. This should come from your school office or registrar.
2. One easy way to access Skyward is to navigate to www.shorelineschools.org → **Staff** (in the navigation bar across the top) and under **Business Services**, click **Employee Access Login-In**. Bookmark this page. <http://eaplus.shoreline.wa-k12.net/>

3. Enter your Skyward username and password. A pop-up window will open.
4. Click the **Teacher Access** button in the top left. Choose **Post Daily Attendance**.
5. Click the **By Name** link for the class.
6. Select the radial next to the name of absent students. Check your school handbook or ask a colleague about handling tardies. In many elementary schools, the office will enter tardies. In secondary, it is usually left to the teacher.



Take Daily Attendance - By Name

Take Attendance for **Wednesday, November 19, 2014**

My Print Q

Save
Undo
Back

[id](#) | [Show Today's Attendance for All Periods](#) | [View Class Summary](#) | [Print Class Roster](#)

Last Name↑	First Middle	GR	Sch	Absent	Tardy	Present	A	E	U	O	T	Wed 11/19	Tue 11/18	Mon 11/17	Fri 11/14	Thu 11/13	Wed 11/12	Tue 11/11	Mon 11/10	Fri 11/0
An	Charles	04	126	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>														
Beebe	Lyra Skye	04	126	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>					4									
Brewer	Isabella Clarice	04	126	E - HO			2	2			E - HO						E - HO			
Chen	Jerry	04	126	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>														

7. Click the **Save** button. You can log out of Skyward if you wish.