



Student/Parent Guide to Answering Daily Attendance Question

While we are out of school, we still have to take attendance each day. This will be done through the completion of a **Daily Attendance Question**. We will need this for proof of your child's daily attendance to send to the Office of School Choice, who manages our scholarship programs, and to keep as records and proof of the work we are doing at Blessed Trinity.

*We know that some family's will not be able to get to the **Daily Attendance Question** first thing in the morning. We know that your child may be staying with a relative while you are working. For our families working at the hospital or first responders, this may mean that you cannot get to the Daily Attendance Question, until the following day. Daily Attendance Questions are to be answered **one (1) day** out. **You may NOT turn in all five questions on Friday.***

During this time, your child may actually not feel well one day, or maybe you are traveling to visit a relative. If you would have kept him or her home during traditional school, you need to report the absence by emailing our attendance email address.

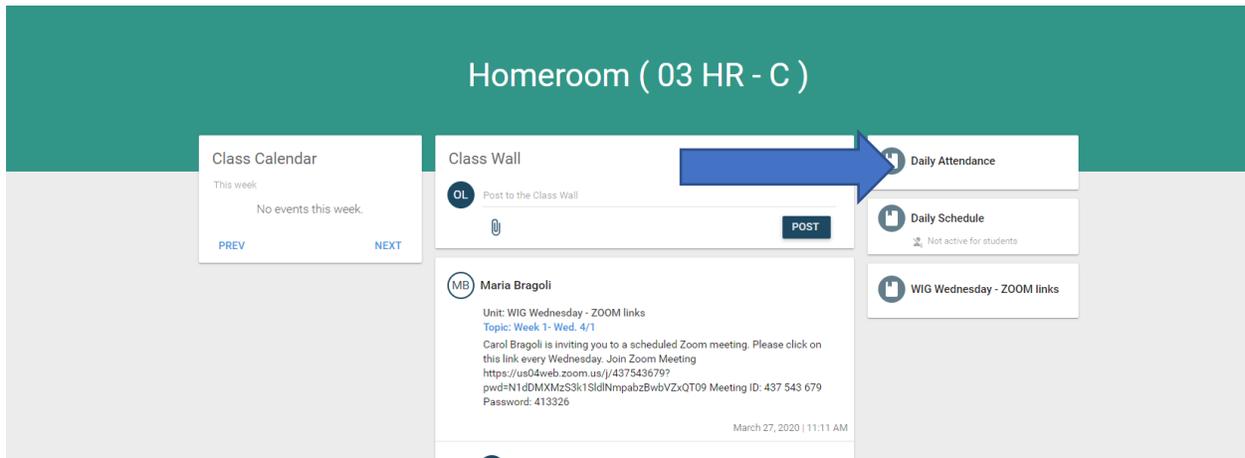
*In this case, you will email our BTS Attendance at attendance@btschool.org, just like you normally would, **and you will NOT answer the Daily Attendance Question that day.** You will still be responsible for work that is missed during your absence.*

There will be a different **Daily Attendance Question** posted each day in your student's Homeroom Section, as shown in the green arrow below:

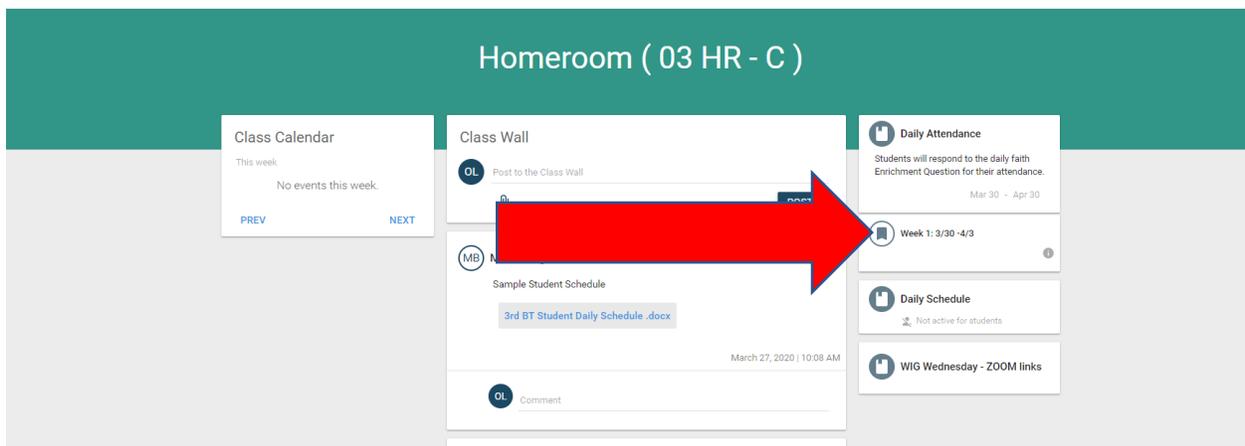
The screenshot shows the LMS Dashboard for Blessed Trinity Catholic School. The dashboard is a grid of course cards. A green arrow points from the 'English Language Arts' card to the '03 HR - C' Homeroom card. The '03 HR - C' card shows an upcoming 'Question for 3/30/20' due on Tuesday, Mar 31 at 11:30 PM. Other cards include '03 ART - C', '03 LEARN BEH - C', '03 MATH - C', '03 MUSIC - C', '03 PE - C', '03 REL - C', '03 SCI - C', '03 SPANISH - C', and '03 SS - C'.

Course	Teacher	Upcoming Events
03 ART - C	Art Daisey Conlin	No upcoming events.
English Language Arts	Maria Dragoli	No upcoming events.
03 HR - C	Homeroom Maria Dragoli	Upcoming Question for 3/30/20 Due: Tuesday, Mar 31 11:30 PM
03 LEARN BEH - C	Learner Behaviors and Comments Maria Dragoli	No upcoming events.
03 MATH - C	Mathematics Maria Dragoli	Upcoming Tue: 3/31 - Chapter 9 lesso... Due: Friday, Apr 3 11:30 PM Drop off Ch 9 lesson 4 Due: Friday, Apr 3 11:30 PM Thursday 4/2- Ch 9 Mid-Ch... Due: Sunday, Apr 5 11:30 PM Friday 4/3- Chapter 9 lesso... Due: Sunday, Apr 5 11:30 PM
03 MUSIC - C	Music Kirsten Kenny	Upcoming Bingo Card! Due: Sunday, Apr 19 11:30 PM
03 PE - C	Physical Education Mary Mace	Upcoming Week of March 30th Due: Monday, Apr 6 11:30 PM
03 REL - C	Religion Maria Dragoli	
03 SCI - C	Science Maria Dragoli	
03 SPANISH - C	Spanish Sherly Rad	
03 SS - C	Social Studies Maria Dragoli	

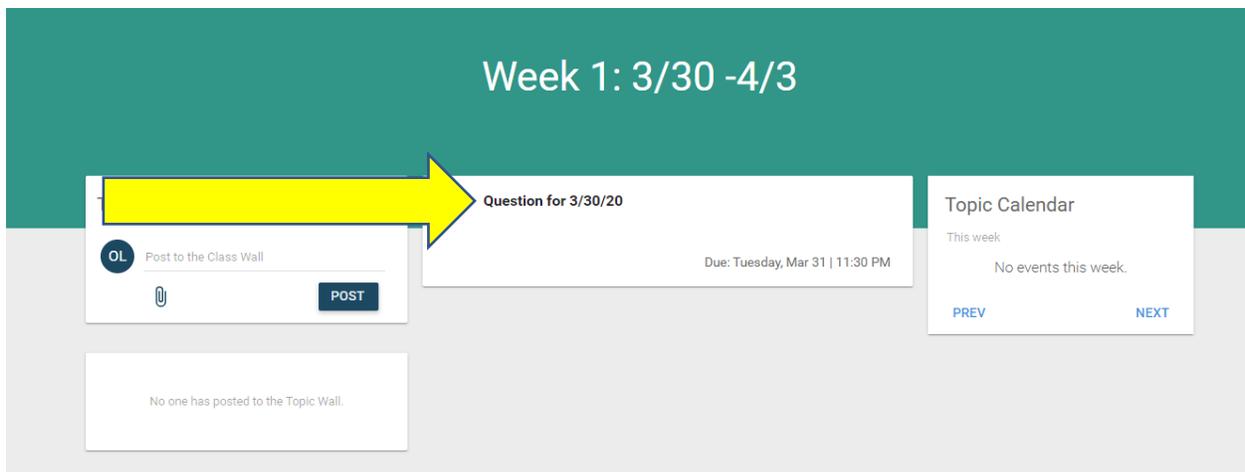
Once you click on the Homeroom tile, you will see on the right-hand side, a unit titled “Daily Attendance”.



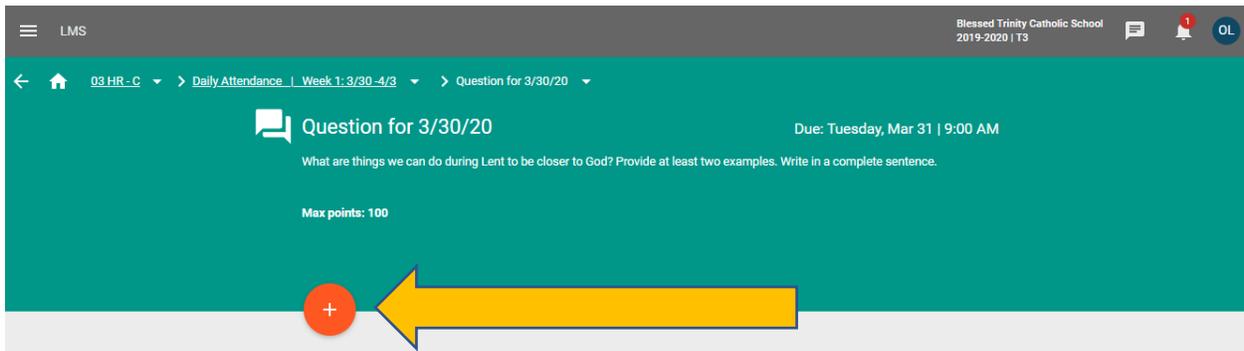
When you open the Daily Attendance unit, you will see either a Daily or Weekly Topic. This example is set up as a weekly attendance topic, and within that topic, will be 5 daily attendance questions each week.



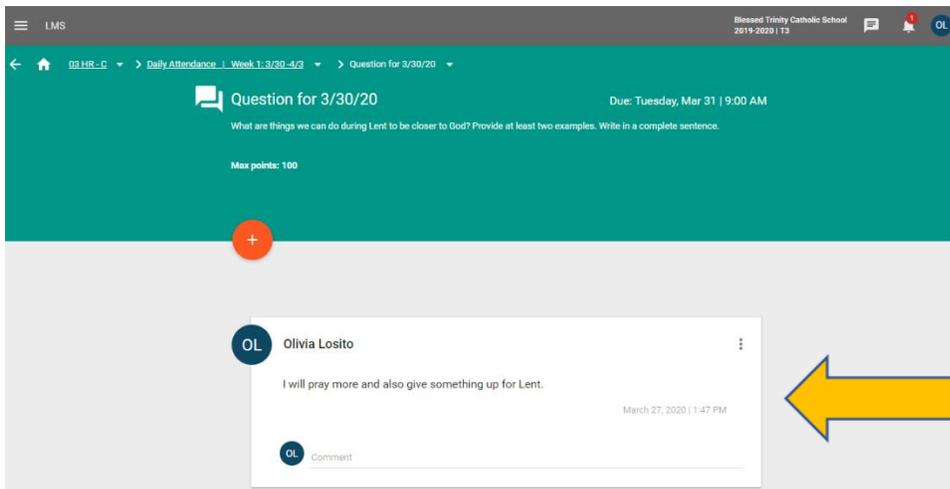
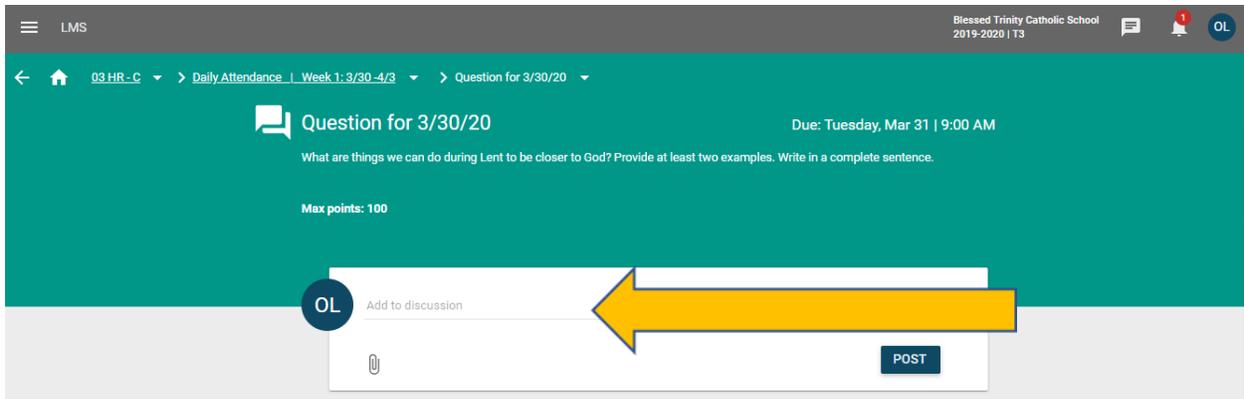
Once you select the week, you will see an assignment for each day. **You must click on the TITLE, in order to bring up the button that will allow you to upload your answer.** Sometimes the question might ask you to type your answer right into the space, and some may require you to upload your response. Follow your teacher’s instructions for this.



Once the teacher has added the question, it will appear in this section. Click on the red button to upload your answer.



This will bring up a window to type in your response and a paper clip icon to submit a file (document or picture). To complete this, hit the **POST** button.



Once you have posted and/or turned in your response, the window will show you what you submitted

Please remember, Attendance Questions are allowed to be answered one day out, You may not submit all 5 Attendance Questions on Friday.

