

## **EdChoice Scholarship Program**

## **How to Enter Monthly Student Attendance**

- 1. Log onto the EdChoice system through your SAFE account.
- 2. Click the *Admitted Students* link on the left menu. A list of students whose scholarships were accepted should now be showing (user may have to scroll down the screen to see student names.)
- 3. Click the *Select* button next to the student's name.
- 4. Click the *Student Attendance* link.
- 5. Select the month for which absence data are being entered. Months are listed by name and year (e.g., August 2011, May 2012, etc.).
- 6. Enter the number of excused absences for the student. If the student has no excused absences for the selected month, enter "0"- do not leave the field blank.

[Note: If necessary, refer to the EdChoice Absence Policy to determine what is considered an excused or unexcused absence.]

- 1. Enter the number of unexcused absences for the student. Again, if the student did not have any unexcused absences, enter "0"- do not leave the field blank. Blanks are interpreted as missing data and will cause payment delays.
- 2. Click the SAVE button to save attendance.

[Note: If attendance for more than one student needs to be entered, click the SAVE and NEXT button to advance to the next student attendance record.]