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## PORTAL ATTENDANCE INSTRUCTIONS FOR PARENTS

You may access Alpha's Attendance System through the Alpha School's Family/Student Portal Login button on the home page ([www.alphaschool.org](http://www.alphaschool.org)). This system allows you to submit instructions for any event that may affect your child's school day, including early dismissals, after school activities, absences, and late arrivals. The system coordinates your instructions and delivers them to the school office and, more importantly, the homeroom teacher in the form of a detailed report, which includes any comments you would like to add. You may access the online form the night before or set it up days in advance. We ask that you read and abide by the following guidelines to make the system an effective tool for you and your family.

- There are two options in setting your child's schedule— "single day" attendance or a default "normal" schedule.
- Parents are responsible for making changes to the normal schedule as necessary and also for entering exceptions to the normal schedule as single day attendance slips. Please note that currently, normal schedules cannot be put in the day of, but must be done ahead of time.
- **The deadline for reporting absences and late arrivals is 7:40 a.m.** If the system is not updated by 7:40 a.m., you will receive communication from the main office, likely via Email, confirming your child's absence.
- **The deadline to submit dismissal instructions—car line/walker, bus, daycare (APEX), and after school activities is 1:30 p.m.** After 1:30 p.m., the daily report closes and the information parents have inputted will be used by teachers and staff for student dismissals. If this deadline is missed, you may contact the main office via Email ([lbeck@alphaschool.org](mailto:lbeck@alphaschool.org)) or by phone (412-366-4455) **before 2:10 p.m.** to have a message delivered to your child.
- In the rare case that there is some confusion and we are unable to contact a parent, we will keep your child here at school (*and if available placing them in **APEX**—Alpha's after school daycare program*). Your child's safety is our primary concern.