



MCAS PARENT GUIDE

How to View Attendance in MCAS

Follow these simple steps to view your child's attendance information in the MCAS Desktop Site.



1 OPEN ATTENDANCE

- Log in to MCAS Parent Portal.
- Select **Attendance** from the left menu.
- Or click **More** on the Attendance widget.



2 VIEW THE ATTENDANCE CALENDAR

- See attendance across the full academic year.
- Each date is colour coded according to the attendance mark.
- The attendance key is displayed at the top of the page.



3 UNDERSTAND ATTENDANCE COLOURS



PRESENT

Present for the whole day.



LATE

Late for part of the day.



AUTHORISED ABSENCE

Approved absence (e.g. illness, appointment).



UNAUTHORISED ABSENCE

Unauthorised absence.



NO MARK / NOT TAKEN

No attendance mark recorded.



The colour shown reflects the most significant attendance mark for that day.

4 FILTER YOUR VIEW

- Use **Select Year** to view a different academic year.
- Use **Select Subject** to filter attendance information.

Select Year: 2024/2025

Select Subject: All

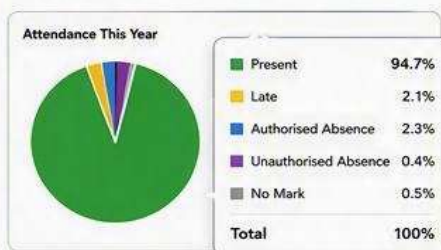
- All
- English
- Mathematics
- Science
- History
- Physical Education



This helps you focus on the information you need.

5 VIEW ATTENDANCE STATISTICS

- Hover over the attendance pie chart to see a breakdown of attendance percentages.



Percentages are based on the marks recorded for the selected year and filter.

6 VIEW DAILY ATTENDANCE DETAILS

- Click on any date in the calendar to view detailed attendance information for that day.

Thursday, 19 September 2024

Attendance Marks

AM (Morning) A Authorised Absence

PM (Afternoon) P Present

Additional Information

Attendance Code: Medical/Dental Appointment

Comment: Routine check-up



Daily details show the AM and PM attendance marks and any comments.

7 REPORT AN ABSENCE (If enabled by your school)

You can report an absence directly to the school through MCAS.



- 2 Choose Student(s)
- Select the child or children the absence applies to.



- 3 Enter Details
- Add the dates, time (if partial day) and reason for the absence.



- 4 Add Attachments
- Attach any supporting documents (if required).



- 5 Send
- Click Send to submit the absence to the school.



Absence requests are sent directly to the school for review.

8 CONFIRMATION



A confirmation message will appear on screen once the absence has been submitted.



You will also receive a confirmation email from the school system.



The school will review your request and update the attendance record.



STAY INFORMED

View your child's attendance anytime and stay up to date with important information.



ATTENDANCE INSIGHTS

Track attendance trends and support your child's success.



STAY CONNECTED

Communicate with your school quickly and easily.



EASY REPORTING

Report absences and send information directly to the school.