



Henley Middle School Attendance FAQ's



Q: How do students check in each day for attendance?

A: Each day, students should log into schoology. In each of their classes, there will be a folder called "Attendance". Students will open this folder and complete the attendance check for their class period.

Q: What about when there is no Zoom meeting for a class that day?

A: Students are required to check in for attendance each day, even in the classes for which there is no Zoom meeting. For example, if a student has a 1st period Math class Zoom meeting Mondays and Wednesdays, they still will check into their 1st period class on Tuesday, Thursday and Friday.

Q: How much time do students have to check in schoology for attendance?

A: Attendance must be completed by the end of the day. Students who do not check in for attendance in a class will be considered "absent" for that class period.

Q: How many classes do students need to check in for attendance?

A: Students will have to check into all 7 of their classes and their advisory class every day, Monday through Friday.

Q: What if my student is sick and cannot attend classes online that day?

A: Please call the office and let them know by 9am. The office will let teachers know that the student will not be checking in for attendance that day.

Q: How will I know if my student is marked absent for a class period?

A: Your student's advisory teacher will contact you in the afternoon of the next day to let you know if your student has been marked absent for any class periods. For example, if a student does not complete their attendance check for their 7th period class on Monday, their advisory teacher will call you on Tuesday afternoon to let you know.

Q: What about school holidays?

A: Students are not required to check in for attendance during school holidays.