

Configuring Weekly Progress Reports and Attendance Reporting in *HomeLink*

Parents and Students can access attendance and grade information via the RJUHSD *HomeLink* website at <http://homelink.rjuhsd.us> after receiving account activation from the school.

To sign up for weekly progress Emails:

Log into HomeLink → Click on Options and select “**Parent Notification Preferences**”

- Check the Box to **Receive Weekly Progress Email**.
- Select the **Preferred Day**
- Select the **Preferred Time**
- Click on the **Save** button

Parents will now begin to receive weekly progress email with Recent Attendance, Current Grades, Upcoming Assignments, and Recently Adjusted Scores.

- Parents can change delivery day and time as often as they like.
- The Parent Notification can be turned off by simply un-checking the box and clicking on Save.

The screenshot shows the HomeLink interface with a navigation bar containing 'Attendance', 'Grades', 'Medical', 'Test Scores', 'Change Student', 'Options', and 'Logout'. The 'Options' menu is open, showing 'Change Password' and 'Parent Notification Preferences'. The 'Parent Notification Preferences' form is highlighted with a red box. It contains the following fields:

| Parent Notification Preferences | |
|-------------------------------------|-------------------------------------|
| Receive Weekly Progress Email? | <input checked="" type="checkbox"/> |
| Preferred Day: | Friday |
| Preferred Time: | 6:00 PM |
| <input type="button" value="Save"/> | |

Annual Attendance Summary:

On the Parents' and Students' Home screen, (the first visible screen after logging into *HomeLink*) there is a summary of the student's attendance in the lower left area.

The illustration below shows the student's annual Attendance Summary window with any reported absences indicating: attendance codes, short description, all day and period absences.

The screenshot shows two tables. The first table, titled "Attendance Summary", has columns for Code, Description, All, and periods 0-9. The second table, titled "Resources", has columns for Site and Description, and contains a link to "Attendance Codes".

| Attendance Summary | | | | | | | | | | | | |
|--------------------|-------------|-----|---|---|---|---|---|---|---|---|---|---|
| Code | Description | All | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| C | Truant | 0 | | | | | 1 | | | | | |
| E | Approved | 0 | 1 | 1 | 1 | 2 | | | | | | |
| I | Illness | 3 | 4 | 3 | 4 | 4 | | | | | | |
| T | Tardy | 0 | | | | 1 | | | | | | |
| V | Activity | 0 | 2 | 2 | | | | | | | | |
| X | Excused | 0 | | 1 | 1 | 2 | | | | | | |
| Z | Tardy | 0 | 2 | | | | | | | | | |
| _*TOTALS*_ | | | | | | | | | | | | |
| EXCUSED | | 3 | 0 | 5 | 5 | 6 | 8 | 0 | 0 | 0 | 0 | 0 |
| UNEXCUSED | | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |

| Resources | |
|---|--|
| Site | Description |
| RJUHS Attendance Codes | Click Link to view RJUHS Attendance Codes & Descriptions |

For a complete description of the absence code, parents and students can follow the link in the Resources window that takes them to the Roseville Joint Union High School District website area containing a full list of **Attendance Codes & Descriptions**.

Attendance codes are publically available on the District website under Parent & Student Resources, or <http://rjuhsd.us/attendance>.

Parents also receive nightly attendance calls from the school for all unverified absences, or 'A' codes.

Attendance Calendar in *Homelink*:

By clicking the [Attendance Summary](#) link, at the top of the annual Attendance Summary window (illustrated above), parents and students are taken to the **Attendance** area which displays a detailed calendar for attendance as well as the summary enrollment percentages:

| Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
|--------|--------------|---------|--------------|-----------|--------------|----------|--------------|--------|--------------|
| Date | A 0123456789 | Date | A 0123456789 | Date | A 0123456789 | Date | A 0123456789 | Date | A 0123456789 |
| 08/13 | ---- | 08/14 | ---- | 08/15 | ---- | 08/16 | ---- | 08/17 | ---- |
| 08/20 | I I I I I | 08/21 | I I I I I | 08/22 | I I I I I | 08/23 | --E E | 08/24 | ---- |
| 08/27 | ---- | 08/28 | ---- | 08/29 | ---- | 08/30 | ---- | 08/31 | ---- |
| 09/03 | HOLIDAY | 09/04 | ---- | 09/05 | ---- | 09/06 | ---- | 09/07 | ---- |
| 09/10 | ---- | 09/11 | ---- | 09/12 | ---- | 09/13 | ---- | 09/14 | ---- |
| 09/17 | ---- | 09/18 | ---- | 09/19 | ---- | 09/20 | ---- | 09/21 | ---- |
| 09/24 | ---- | 09/25 | ---- | 09/26 | ---- | 09/27 | -X X X | 09/28 | ---- |
| 10/01 | ---- | 10/02 | ---- | 10/03 | ---- | 10/04 | ---- | 10/05 | ---- |
| 10/08 | ---- | 10/09 | ---- | 10/10 | ---- | 10/11 | -- | 10/12 | -- |
| 10/15 | ---- | 10/16 | ---- | 10/17 | STAFF DEV | 10/18 | ---- | 10/19 | E E -- |
| 10/22 | ---- | 10/23 | ---- | 10/24 | ---- | 10/25 | ---- | 10/26 | ---- |
| 10/29 | ---- | 10/30 | ---- | 10/31 | ---- | 11/01 | ---- | 11/02 | ---- |

Days Enrolled: **141** Days Present: **138 (97.8%)**
 Days Excused: **3** Days Unexcused: **0**
 Days Tardy: **0**

| Code | Description | All | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|------------|-------------|-----|---|---|---|---|---|---|---|---|---|---|
| C | Truant | 0 | | | | | | 1 | | | | |
| E | Approved | 0 | 1 | 1 | 1 | 2 | | | | | | |
| I | Illness | 3 | 4 | 3 | 4 | 4 | | | | | | |
| T | Tardy | 0 | | | | 1 | | | | | | |
| V | Activity | 0 | 2 | 2 | | | | | | | | |
| X | Excused | 0 | | 1 | 1 | 2 | | | | | | |
| Z | Tardy | 0 | 2 | | | | | | | | | |
| _*TOTALS*_ | | | | | | | | | | | | |
| EXCUSED | | 3 | 0 | 5 | 6 | 8 | 0 | 0 | 0 | 0 | 0 | 0 |
| UNEXCUSED | | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |

| Current Attendance Enrollment | | | | | | | | | | |
|-------------------------------|--------|-----|-----|-----|--------|---------|---------|---------|----------|---------|
| Date | Ent/Lv | Grd | Prg | Trk | Reason | NextSch | AttPgm1 | AttPgm2 | RptgSchl | IntDist |
| 8/13/2012 | E | 10 | | | | 0 | | | | |