## Configuring Weekly Progress Reports and Attendance Reporting in *HomeLink*

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

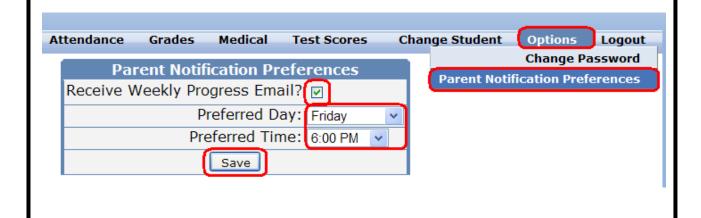
To sign up for weekly progress Emails:

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.



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## **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 <u>Attendance Summary</u> window with any reported absences indicating: attendance codes, short description, all day and period absences.

	Attendance Summary											
Code	Oescription								6	7	8	9
C	Truant	0					1					
E	Approved	0		1	1	1	2					
I	Illness	3		4	3	4	4					
Т	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				
<u>RJUHSD</u>	Click Link to view				
<u>Attendance</u>	RJUHSD Attedance				
<u>Codes</u>	Codes & Descriptions				

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

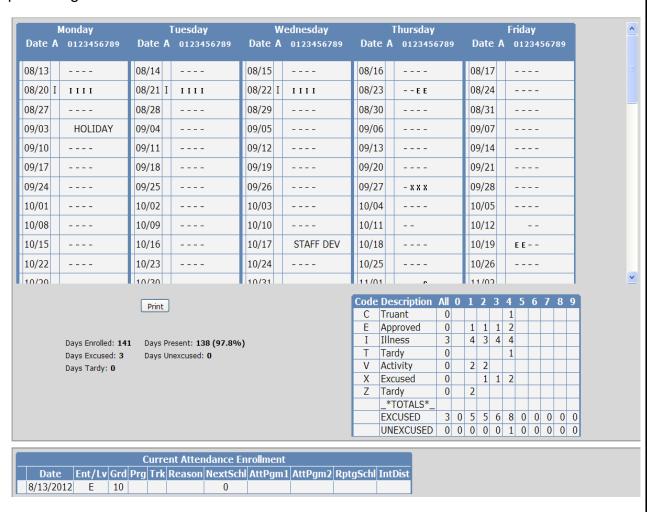
Attendance codes are publically available on the District website under Parent & Student Resources, or <a href="http://rjuhsd.us/attendance">http://rjuhsd.us/attendance</a>.

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

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## Attendance Calendar in Homelink:

By clicking the <u>Attendance Summary</u> 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:



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