

Online Attendance Procedure

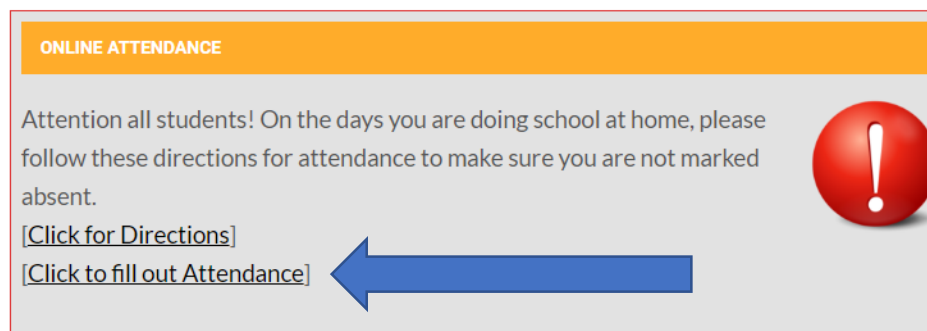
Please use the following procedure to take your attendance when you are learning from home. This needs to be completed every day that you are scheduled to learn from home. If for some reason you do not have internet or can't login, please complete your necessary school work, and let the office know on your return to school that you did work from home, just could not log in.

** You do not need to complete this on days you are reporting to the CMAVTS building**

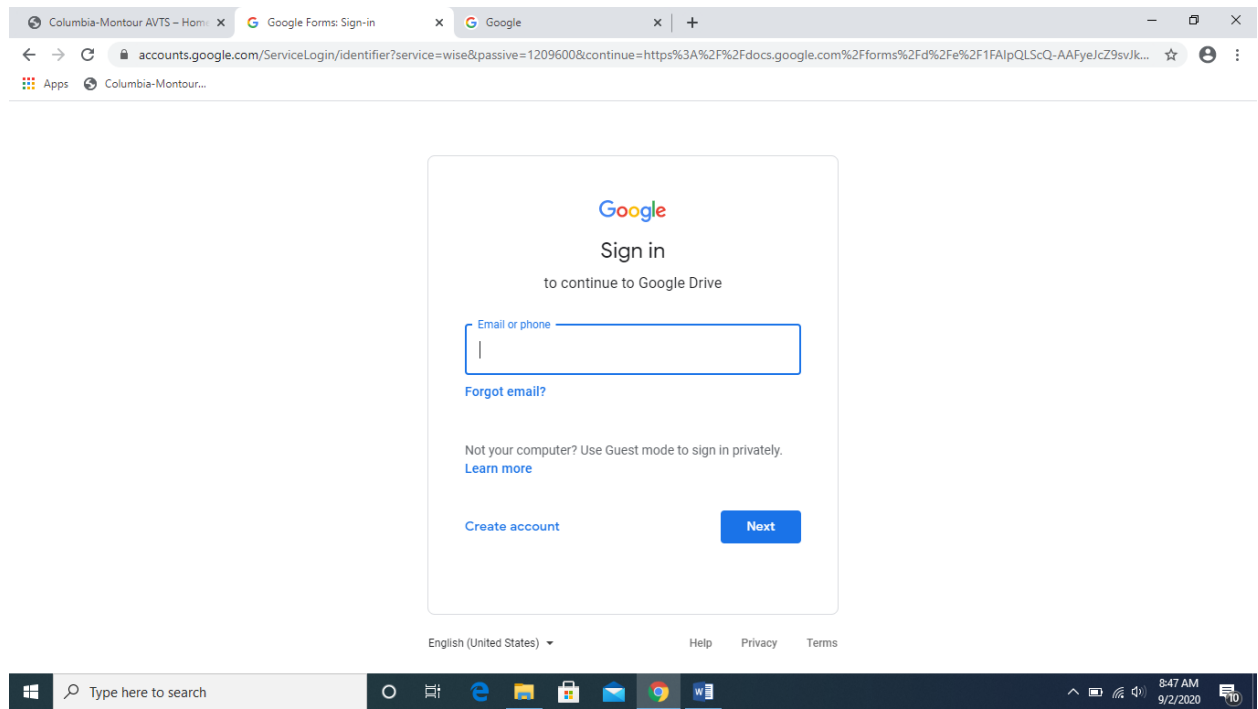
1. On days that you are learning from home, please use any computer/smart phone to access the internet. Go to the school website www.cmyt.us It will look like this.



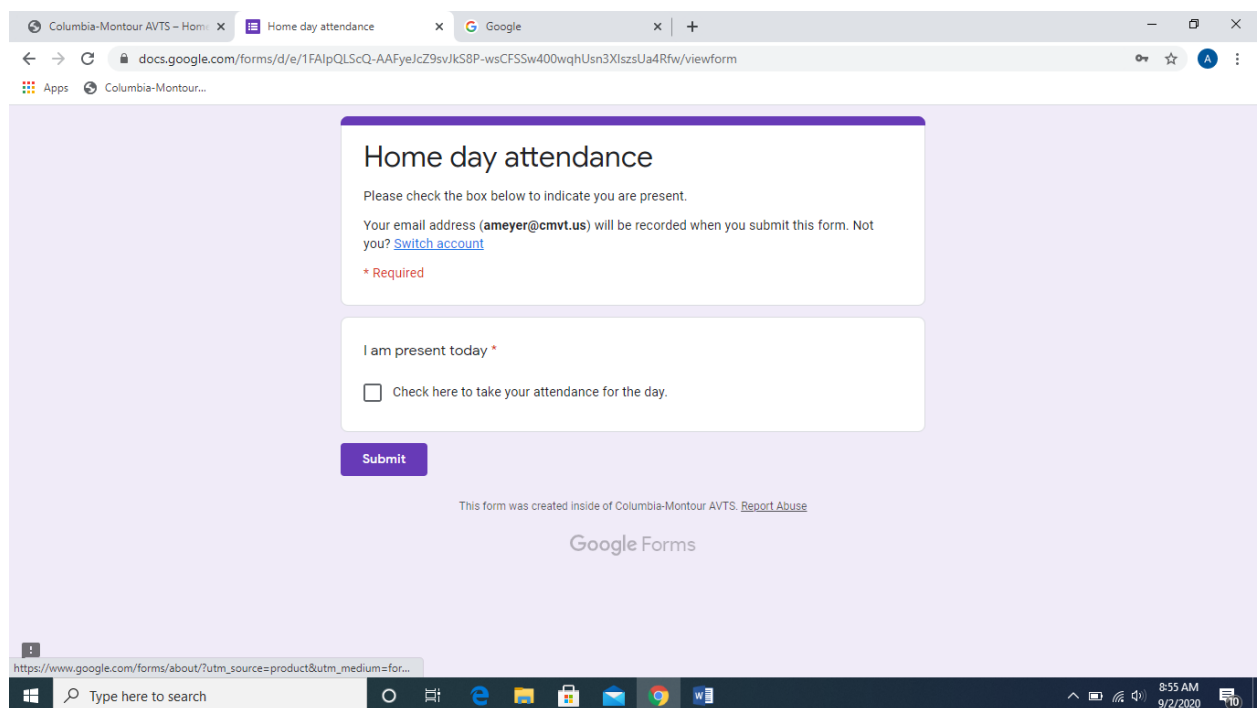
2. In the Online attendance box, please click on the link that say "Click to fill out Attendance."



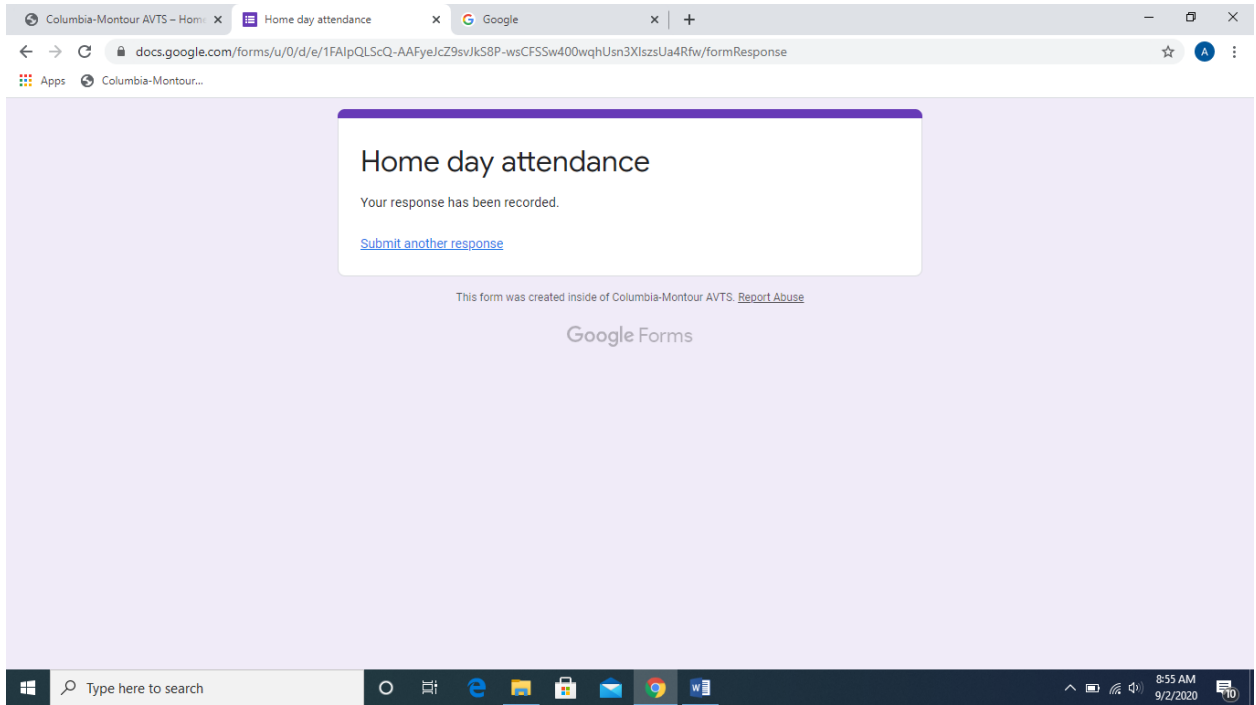
- The next screen will look like this. Please login- using your school provided email and password.



- The next screen will look like this. Please check the box “Check here to take your attendance for today,” then click submit.



5. You will then get a confirmation screen that looks like this. Your attendance has been taken.



6. Your attendance needs to be submitted each day you are learning from home.

It is your responsibility to submit this attendance every day you are working from home. If you have any questions please feel free to contact us at the office or through email.

Sue Shipman – Principal – sshipman@cmvt.us

Andy Meyer – Assistant Principal – ameyer@cmvt.us