Columbus City Schools has started the 2020/2021 school year with remote learning. A student will be expected to check-in on a daily basis to account for their attendance in class. Parents/Guardians can also check-in their student(s) for the day through the Campus Parent Portal.

Just a Reminder! The Parent and Student Portals can be an app on your phone! Infinite Campus has upgraded their app to a more intuitive and user-friendly experience and is designed to be responsive for use on computers or mobile devices. Log onto the APPLE or GOOGLE PLAY App store and download "Campus Parent" today!

Below are the steps that parents/guardians can take to complete the daily *attendance* process (Check-In is available from 7:30 a.m. to 11:00 p.m. Eastern Standard Time)*:
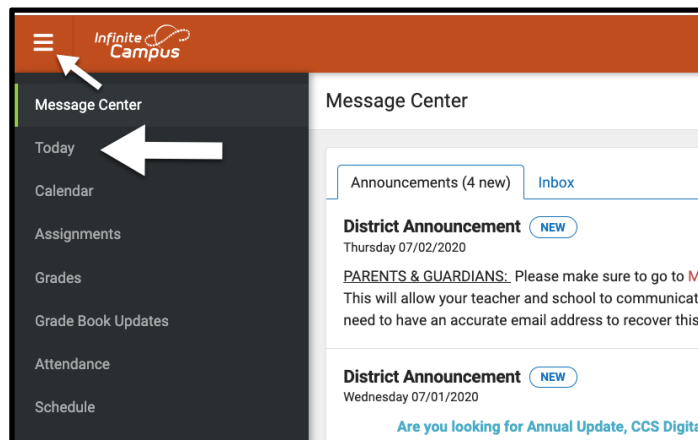
> **Note: The steps differ for an elementary student versus a middle or high school student.**

Step 1: Sign into your Infinite Campus Parent Portal
Log into the portal using the Parent Portal link on the Parent page of the CCS website: www.ccsoh.us. If you cannot recall your username and/or password, and you entered an email address during setup, you can request the information be emailed via the portal log on screen.

Step 2: Open the Today tab
When the portal opens, it will automatically display the "Message Center" page. Click on the "Today" tab. If you do not see the list of tabs on the left side of the screen click on the 3 lines at the top next to the Infinite Campus logo to display them.

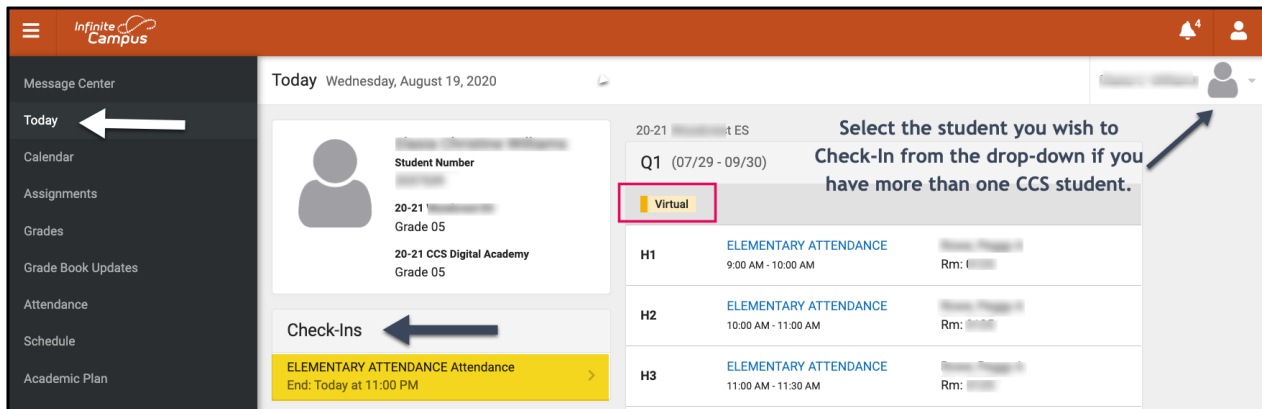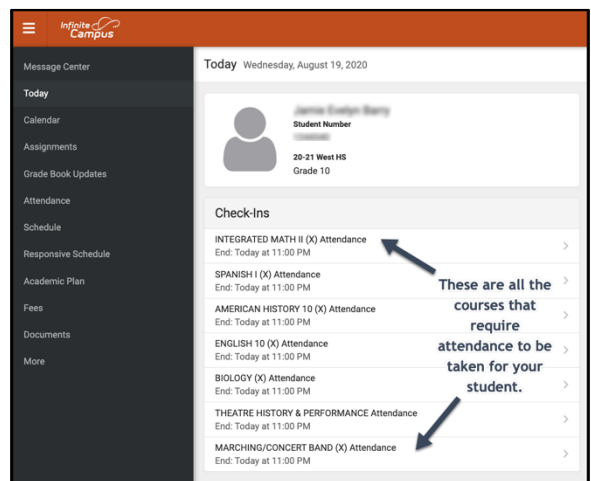**Step 3: Select the Correct Attendance Box to Check-In**

Special Note: If you have more than one student in CCS schools, you will have to select the student you are checking in from the drop-down menu in the upper right of your screen.

On the Today page, the information for the student you have selected will appear. In the middle of the screen, is a section called "Check-Ins". *Note that you are only able to check-in on the actual date of attendance.*

This example is for an **elementary student**. **Click on the box that says Elementary Attendance. This is the only box that will show under Check-Ins.**

This example is for a **middle or high school student**. All of their scheduled classes that require attendance to be taken will show under the Check-Ins heading. You must select the correct course that you are checking the student in for.
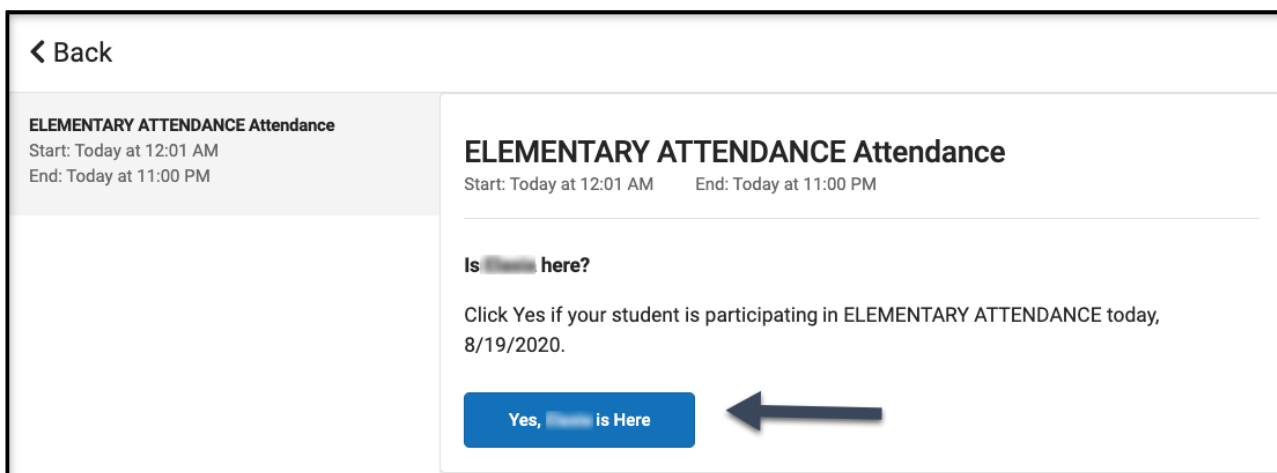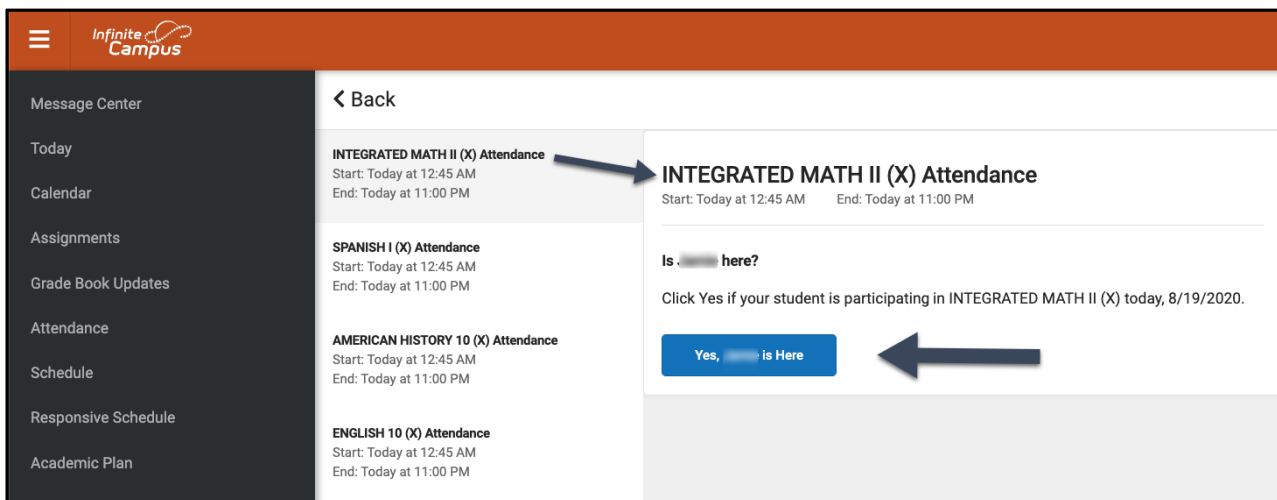
Step 4: Is your student here?
The system will ask if your student is participating today. Click the "Yes, [Student First Name] is Here" button.

In this example, this is an **elementary school student**. They will only have to be checked in once per attendance day.

In this example, this is a **middle or high school student**. They must be checked in for each course that requires attendance to be taken, just as if they were changing classes throughout the day. Select the course you wish to check your student into, and click the "Yes, [Student First Name] is Here" button. The course will disappear, and the next course will shift up to the top of the list.
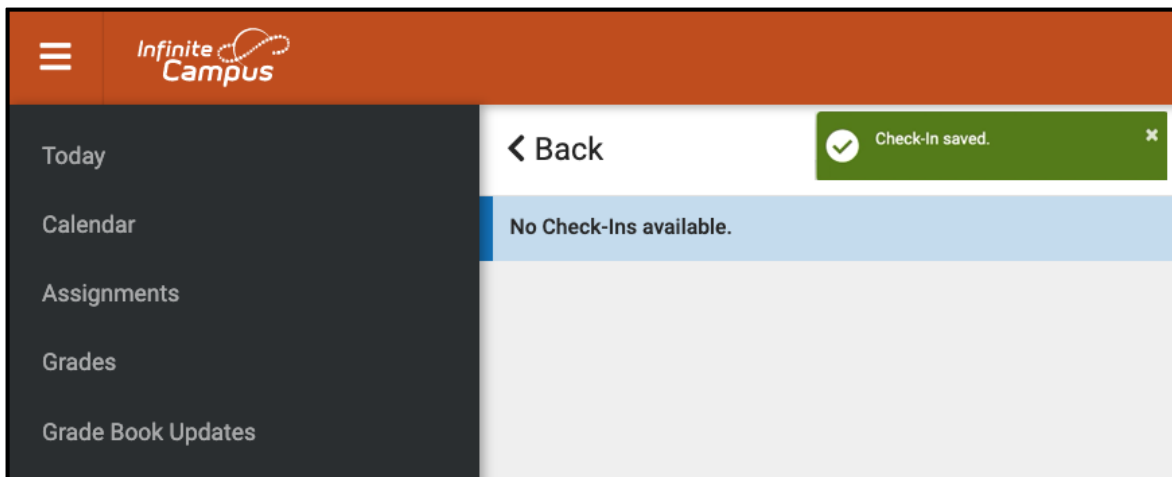
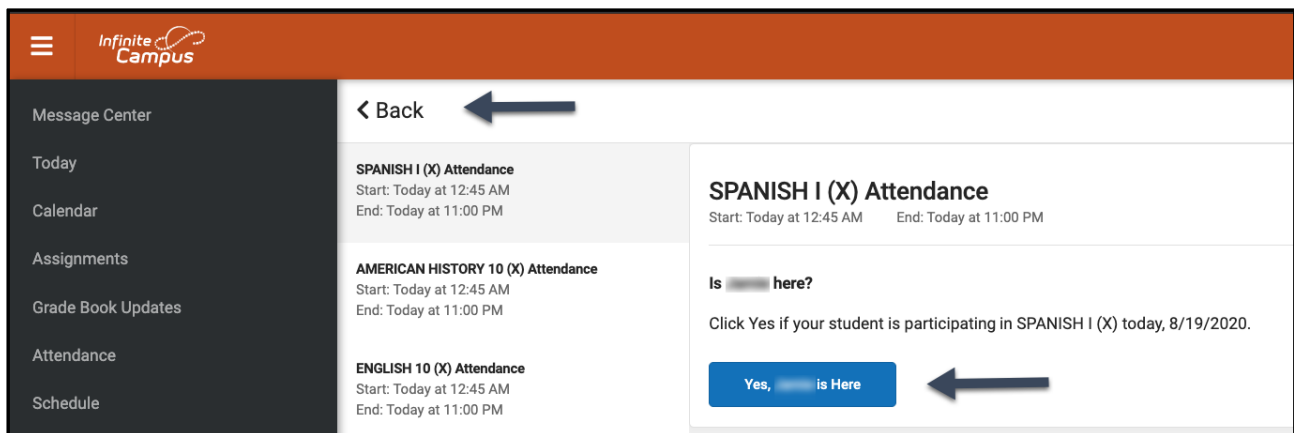**Step 5: Your student is now Checked-In**

For **elementary students**, a message will flash quickly in the upper right corner that says, "Check-In Saved". The main screen now indicates that there are no further Check-Ins available. Hit the "Back" button to return to the "Today" tab.

The Check-In option has now disappeared until the next attendance day. If your student checks themselves in, you will not see the Check-In option.

For **middle and high school students**, they must be checked in to each course. After you check them in to the first course you will get the "Check-In saved" message. After they are checked in, you can check the student in to another course, or if you hit the "Back" button and return to the "Today" page you will notice the course has disappeared off of the list under "Check-Ins".

Continue this process until all of the courses have had the student checked in.

*If you believe that your child is eligible for an excused absence due to a BOE approved absence reason, please email or call your school secretary to report the absence and provide any necessary documentation.