

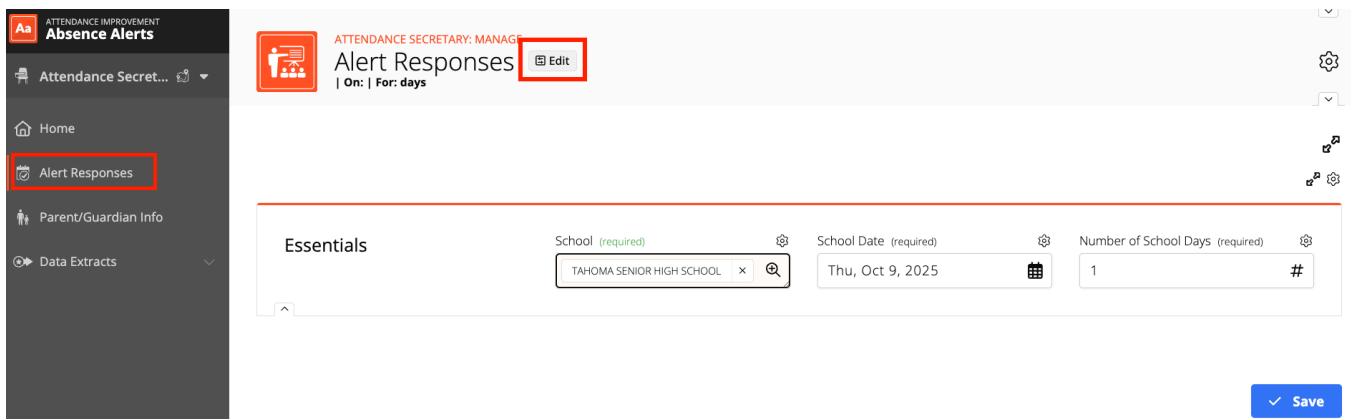
## Attendance Alerts: Attendance Secretary Overview CONNECT

Here, you will learn how to navigate the Attendance Alerts application for the Attendance Secretary.

### View Parent Responses

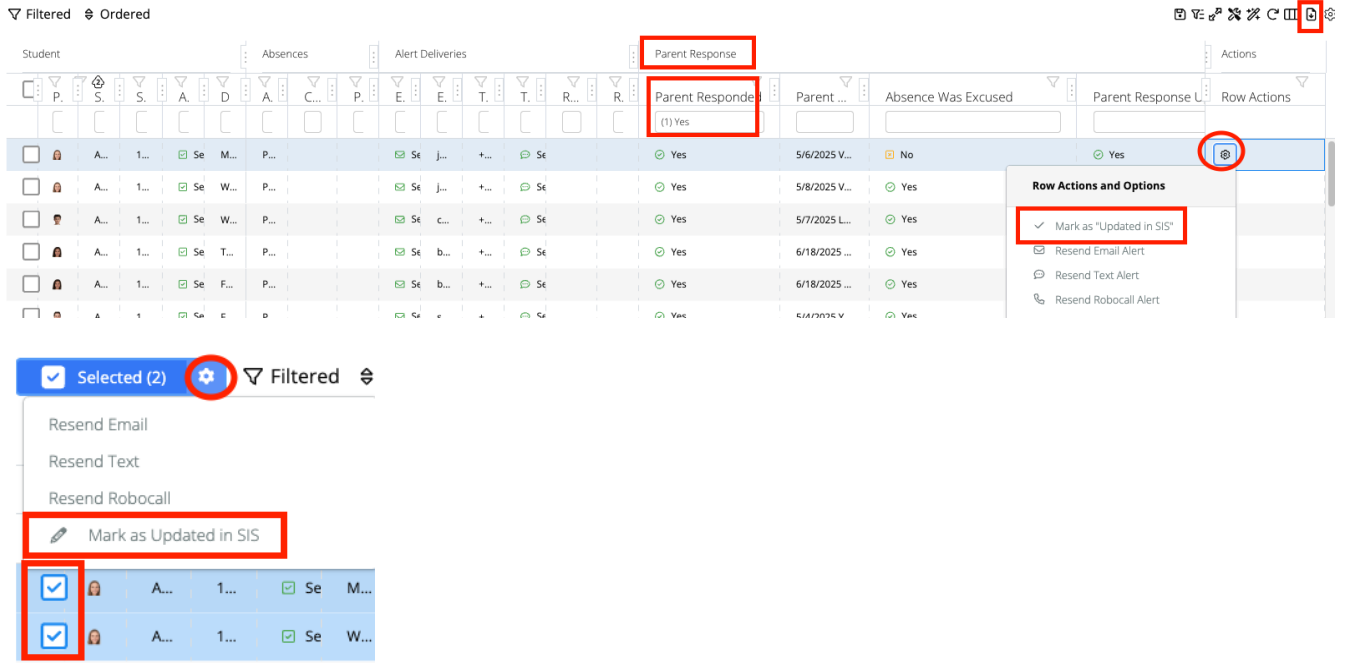
This table displays alerts generated and responses from parents/guardians that can be entered into the School Information System (SIS) by the Attendance Secretary.

1. Start in the left navigation menu and choose **Alert Responses**.
2. If a school isn't selected, you will be prompted to choose a school, the date, and the Number of School Days you want to review.
  - a. First, click the **magnifying glass** in the **School** field, select the **checkmark** for the selected school, and then click **Accept**.
  - b. Next, select the **Date**.
  - c. In the **Number of School Days** field, choose 0 school days to see only the date you entered. To see the date you selected, plus the school day after it, enter 1.
  - d. Click **Save**.



3. Alternatively, click **Edit Page Data Settings** next to the page title to modify the **School, Date, or Number of School Days**, following the steps above. Click **Accept** and click **Save** when finished.
4. You will now see a data table displaying each student from the selected school who requires an alert to their parents for one or more unexcused absences on the specified day(s).
5. Use the scroll bar at the bottom to view columns to the right that contain **Parent Response**.
6. **Filters** can be used in the **Parent Responded** column:
  - a. Select **Yes** to view only students whose parents have responded.
  - b. **Select 'All'** to view all students, regardless of whether their parents have responded.
7. You may enter the parent responses into the Student Information System (SIS). Click the **Download Data Table icon** above the **Row Actions Gear** to download and upload this data to your SIS. Once downloaded, **Save** it to your computer to upload to the SIS.

8. Absence Alerts does not automatically push parent responses into the SIS. If the attendance secretary is inputting this data into the SIS, the following actions may help document that in the Absence Alerts system.
  - a. Document a **single student** using the **Row Action Gear** to select **Mark as Updated in the SIS**.
  - b. Alternatively, you can document **multiple students** at once by clicking the **checkbox** next to the names of the students you want to document.
    - i. Next, above the data table, click the **Selected Gear** next to the number of students you've selected and choose **Mark as Updated in the SIS**.



The screenshot displays a data table with columns for Student, Absences, Alert Deliveries, Parent Response, and Actions. A red box highlights the 'Parent Response' column header. Another red box highlights the value '(1) Yes' in the 'Parent Response' column for a specific row. A third red box highlights a gear icon in the 'Row Actions' column for that same row. A fourth red box highlights the 'Mark as Updated in SIS' option in the 'Row Actions and Options' dropdown menu. Below the table, a 'Selected (2)' dropdown menu is shown with a gear icon and a 'Mark as Updated in SIS' option. Two checkboxes are visible next to student rows in the table below the dropdown.

## Generate Reminder Alerts for Parents

1. Start in the left navigation menu and choose **Alert Responses**.
2. Click **Edit Page Data Settings** next to the page title to change the **School, Date, or Number of School Days**, as described in the steps above.
3. Use the **column filters** to narrow the list.
4. Click the **Row Action gear** for any student to see these options for notifying the parent of the unexcused absence:
  - a. **Resend Email Alert**
  - b. **Resend Text Alert**
  - c. **Resend Robocall Alert**
5. You may need to **refresh the page** to see the updated status for the alert you sent, which can be found in the **Alert Status column**. Please note that the sending of alerts can take several minutes.
6. You can also send alerts for **multiple students** at once.
  - a. Select the **checkbox** to the left of each student for whom you want to send an alert. Or use the checkbox in the header to select all.

- b. Click the **Selected Gear** to the right of the number of students selected to see the options for notifying parents of unexcused absences as above (Resend Email Alert, Resend Text Alert, Resend Robocall Alert).
- c. Again, you may need to **refresh the page** to view the updated status for the alert you sent, listed under the **Alert Status** column.

Filtered Ordered

Student	Alert Status	Absences	Alert Deliveries	Parent Response	Parent Responded	Parent ...	Absence Was Excused
Abd... 123...	Sent	Mo... P...	Se j... +...	Se	Yes	5/6/2025 V...	No
Abd... 123...	Sent	We... P...	Se j... +...	Se	Yes	5/8/2025 V...	
Ach... 123...	Sent	We... P...	Se C... +...	Se	Yes	5/7/2025 L...	
Ach... 123...	Sent	Thu... P...	Se b... +...	Se	Yes	6/18/2025 ...	
Ach... 123...	Sent	Fri... P...	Se b... +...	Se	Yes	6/18/2025 ...	
Ach... 123...	Sent	Fri... P...	Se S... +...	Se	Yes	5/4/2025 Y...	

**Row Actions and Options**

- ✓ Mark as "Updated in SIS"
- ✉ Resend Email Alert
- ✉ Resend Text Alert
- ☎ Resend Robocall Alert

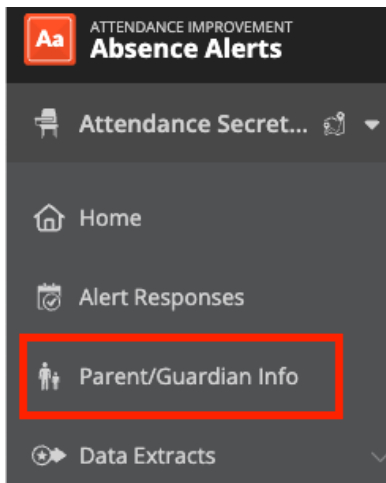
Selected (2) Filter

- Resend Email
- Resend Text
- Resend Robocall
- ✍ Mark as Updated in SIS

<input checked="" type="checkbox"/>	Abd... 123...
<input checked="" type="checkbox"/>	Abd... 123...

### View Parent/Guardian Info

1. Start by selecting 'Parent/Guardian info' in the left navigation menu.
2. You will see a data table containing student, parent/guardian, and confidential information.



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## Manage Data Extracts

Helpful Resource:

- [Manage Data Extracts](#)
- [✉ Manage Deliveries](#)