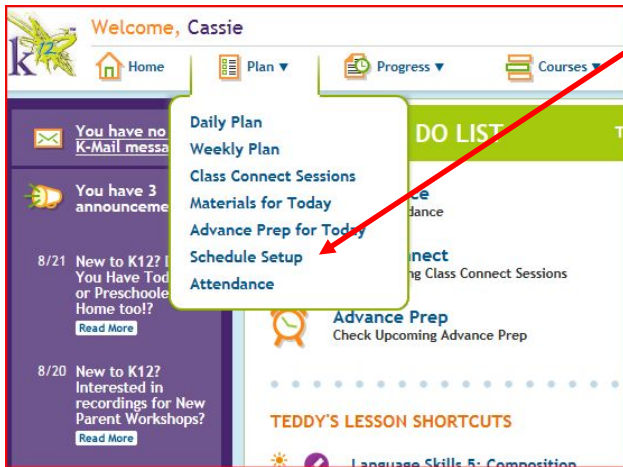


## Marking a day as "off"

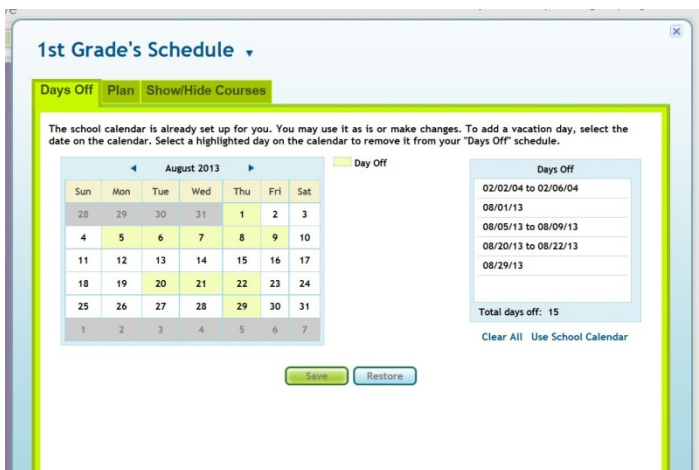
\* It's very important to keep your OLS updated and to not accumulate "missing days". State requirements are very strict about absences, and "missing days" on your OLS reflect on our progress reports as an absence. Here's what I suggest –

I recommend that you do not mark a day as "off" until that date has come and gone. If you and your student did any educational activity, I would like you to put the time in the appropriate attendance place in your OLS. For example, if your child read independently for 30 minutes while driving to SLC, then mark 30 minutes of attendance for that day under Literature. If you toured a museum you can put that time under History. By putting in even an hour of time, the system will not mark the day as "missing" and it will not be counted as an absence. However, if there is a day that there were no educational activities going along with your school work, that's just fine! We all need our days off!!! 😊 Here are the steps on how to mark the day as "off" in your OLS.

From your OLS Homepage, choose "Plan" and then "Schedule Setup"



A new screen will pop up – now simply click on the calendar to mark the day as "off" and hit "save". Once a day has been marked as off and saved, you will not be able to change it or enter in attendance for that date. If you have more than one student, you will need to select each student's name (on the top in blue) and mark the day "off" for each.



\*Note: There are 180 days spent in school in a school year. This allows for approximately 15 days off per school year.

Students need to meet the state hourly requirements of:

Grade	Hourly Educational Requirements in a school year
K	275
1 <sup>st</sup>	810
2 <sup>nd</sup> – 8 <sup>th</sup>	990

**YOU DO NOT NEED TO MARK SATURDAY OR SUNDAY AS "OFF" THEY ARE NOT COUNTED AS A SCHOOL DAY**