

# Perry County School District #32

## Adding Attendance to SIS

1. Open SIS in your web browser: <https://sdm.sisk12.com/pv/>
2. Type in your user login: user name and password
3. Click Login.
4. Check school year: Mid-screen, Click *Actions*.
5. Click on the box on the left that says "*Make selected Site-Year the default for My Login*" and SIS will default to the current year every time you enter the site.
6. Click on correct school year.
7. Click on the "Attendance" icon-*blue school desk* located in the middle of the screen.
8. Mark attendance under the correct column.
9. The **first time** a student is "in his/her chair" mark "Y" to enroll them.
10. Mark an "A" when a student is absent.
11. Do not mark tardies, this will be done in the office.
12. If no students are absent click on *Perfect Attendance Today*.
13. Be sure to click **apply** or **done** to close the roster and send your data to the office.