

# CHSD - Attendance Procedures



Please reference the chart below to view specific attendance procedures.

<b>I am a <u>Remote Learner</u>.</b>	<b>I am in <u>Group A</u>.</b>	<b>I am in <u>Group B</u>.</b>
You will need to log your attendance every morning through Fusion Flex.	You will need to log your attendance on Wednesdays, Thursdays, and Fridays through Fusion Flex.  On Mondays and Tuesdays, your attendance will be taken at school.	You will need to log your attendance on Mondays, Tuesdays, and Wednesdays through Fusion Flex.  On Thursdays and Fridays, your attendance will be taken at school.

**JUNIOR/SENIOR HIGH** students must log-in prior to **7:45 am** or will be considered tardy.

**ELEMENTARY** students must log-in prior to **8:45 am** or will be considered tardy.

Failure to log in on assigned remote days will result in an absence.

\*All students in a household must log attendance individually.

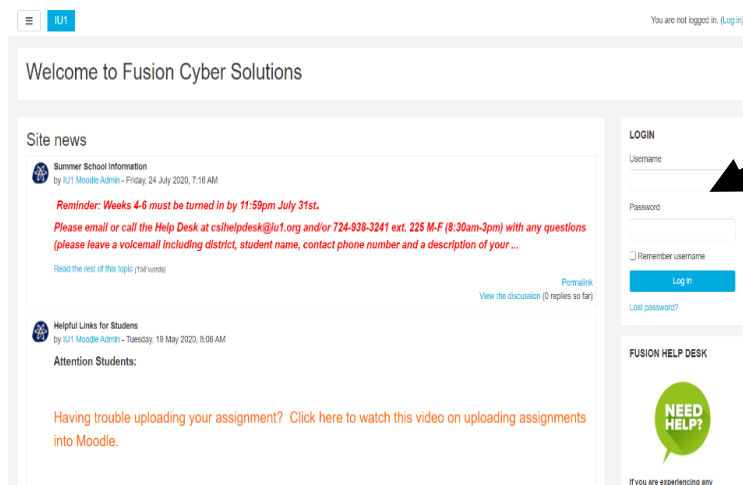
# How to log attendance?

\*Please follow the steps below to log attendance when at home.

1. Go to the district website <https://www.chbucs.k12.pa.us/> and click on the Fusion Flex Icon.



2. The Fusion Flex log-in screen will come up. Log-in using the credentials below.



## What is my log-in?

**Username: firstname.lastname**

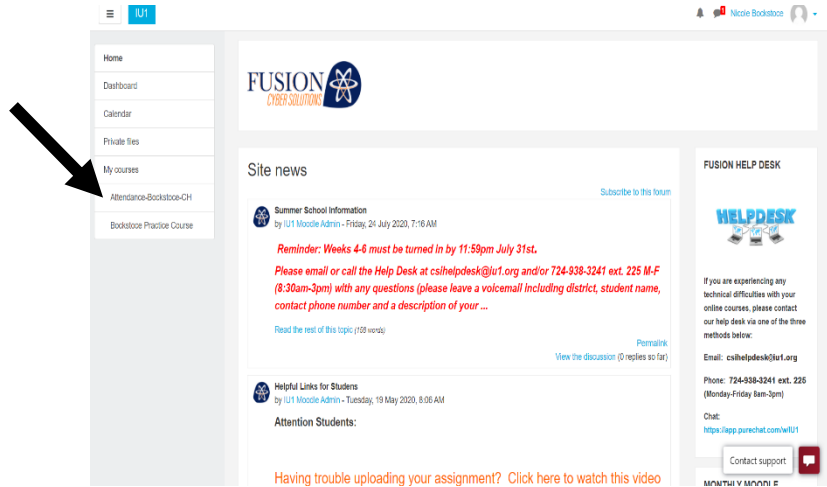
Ex. john.doe

**Password: student id number**

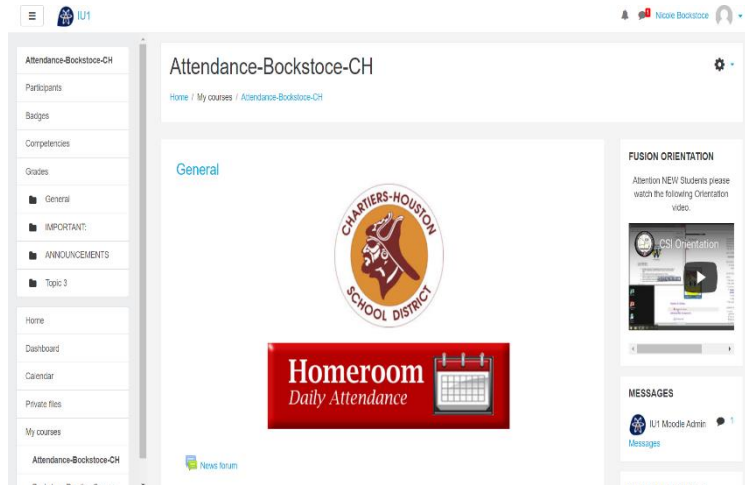
Ex. 112233

*Student ID numbers are the same as the lunch code and password for Microsoft 365 (Teams).*

3. On the left-hand side under courses, you will see Attendance-TEACHERNAME-CH. Click on the course.



4. When you see this screen, your attendance has been recorded.



\*ALL students in a household must log attendance individually.