

Southern Local Schools

*The Mission of Southern Local Schools is to
Provide an excellent student-centered environment that prepares all students to become active
learners and responsible citizens.*

10397 State Route 155 SE #1, Corning, OH 43730 * Scott Christman, Superintendent * (740) 721-0520 FAX (740) 394-2083

September 8, 2020

Dear Parents and Families of Millcreek Elementary and Miller High Schools:

We will be making a change to the way we do attendance for remote learners. Beginning Monday, September 14, 2020, all remote learners must complete attendance in one of three ways:

- Student:
 - Student will log onto Infinite Campus
 - Click on the “Today” tab
 - Click on the “Attendance” folder
 - Click on the button to mark yourself as present
- Parent:
 - Parent will log onto Parent Portal in Infinite Campus (if you do not have a parent portal account, you can request one on the school website: Parents tab, Parent Portal Request – it may take a few days for this request to be processed)
 - Click on the “Today” tab under “Check-Ins”
 - If you have more than one student, select the student you wish to mark as “present.” If all your students are participating remotely for the day, you will have to mark each student as “present” separately.
 - Click on the “Attendance” folder
 - Click on the button to mark the selected student as “present.”
 - *If you cannot access parent portal or if you are waiting for your account to be set up, you must do the phone call option (below)
- Phone Call:
 - Call 740-721-0520 (x3006 or Option 7)
 - Leave a message to have your child counted “present” for the day.

An all-call will go out at noon each day as a reminder for those remote learners who have not done attendance for the day. You will have until 11:59 pm to complete attendance or your child will be counted as absent for the day.

For students who are in-person learners and are doing remote learning on Wednesdays only, you will also have to complete the same process as above to complete attendance for Wednesdays only. The first date that you will need to complete attendance will be Wednesday, September 16, 2020. Screen shots with instructions for completing attendance are attached.

Please contact the office if you have any questions regarding this new process.

Sincerely,

Annette Losco, Millcreek Elementary Principal
Tony Losco, Miller High School Principal

Board of Education

Wendy Aichele
President

Jim Palmer
Vice President

PattieJo Duffy
Pete Nelson
Cassie Starlin

Miller High School

Anthony Losco
Principal
740-721-0521

Millcreek Elementary

Annette Losco
Principal
740-721-0522

Jeffrey Kaaz
Treasurer
740-721-0520

