



Franklin County Schools

- Username protocol: firstname.lastname (Unless specified different)
- Initial password: pass1234 (System will require password change with initial login)
- Attendance submission in Skyward will begin first day of school August 9, 2021.
- Attendance must be submitted by 8:30 a.m. each morning (Automated School Messenger attendance calls go out each morning.)
- ONLY Absent or Present is submitted by teachers in Skyward. No tardies are submitted by teachers in Skyward.
- Each school has a Skyward contact that will assist you in attendance entry and gradebook setup/use.
- Teachers MUST submit attendance for every student on their rosters in Skyward. (Even if you know a student has left and they still appear on your roster, mark them absent.)
- In the event Internet is down or you have technical difficulties, make sure your attendance is turned into attendance office.
- If you notice any discrepancies in attendance or grades be sure to notify the office ASAP.

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