



Student's Name:\_\_\_\_\_

Parent/Guardian Name:\_\_\_\_\_

Alternate Name:\_\_\_\_\_

Your Passcode is:\_\_\_\_\_

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## Welcome to Simple Attendance Solution for Essential Beginnings Behavior and Learning Services!

Dear Families,

We are excited to welcome you to Simple Attendance Solution! Our goal is to make signing your student in electronically quick and easy.

Here's how it works:

- **Step 1:** You'll be assigned a unique access code. To get started, click the button on the attendance portal to identify if you're a parent/guardian or an alternate.
- **Step 2:** Enter your access code. This will take you to your student's sign-in page. Simply click the box for "in" if you're signing your student in, or "out" if you're signing them out.
- **Step 3:** Finally, check the box next to your name (this counts as your electronic signature) and hit the "submit" button to record your student's attendance. And that's it!

**For alternates:** You will need to enter your full name and upload a picture ID for verification.

If you ever forget your access code, just click the "Forgot Passcode" link on the attendance portal page. Enter the email address we have on file, and you'll see your passcode right away.

Thank you! Please be sure to reach out to the team at Essential Beginnings if you have any questions.

Sincerely,

The Simple Attendance Solution Team