

# SPEAR: Summer Programs Enrollment & Attendance Reporting

## *Attendance Recording Manual*

## Overview

The Tennessee Department of Education (TDOE) is releasing an application for reporting attendance information in the summer camp programs. This instruction overview provides information on recording attendance.

The attendance application is based on the camps created during enrollment.

## Attendance Reporting

Throughout the summer programs, districts will need to record when students are absent.

- 1 Login to TDOE Orion (<https://orion.tneducation.net>)**
- 2 Find the Summer Program Attendance Application icon on your dashboard. If you don't have one, please contact [dt.support@tn.gov](mailto:dt.support@tn.gov).**
  - > You can also navigate directly to the application here: <https://summerschoolprod.powerappsportals.com>
- 3 Launch the application from Orion. This will take you directly to the home screen.**
- 4 Select the "Attendance" button. This will open a list of camps.**
  - > District Level Administrators will see all camps in all schools associated with a district.
  - > School Level Administrators will see all camps within their school
  - > Teachers will see all camps to which they have been assigned.
- 5 Select the camp to record attendance.**
- 6 Only check the box next to those students that are absent**

