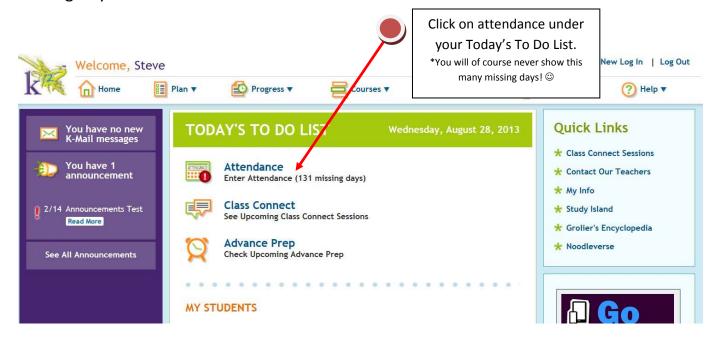# Entering Missing Attendance

* It's very important to keep your OLS updated and not accumulate "missing days". State requirements are very strict about absences, and, "missing days" on your OLS reflect on our progress reports as an absence. Here's how to update your OLS and enter in attendance for Missing Days:

> **Click on attendance under your Today's To Do List.**
> *You will of course never show this many missing days! ☺

A new window will load. Select the student you wish to enter attendance in for and use the drop down box on the right to view and select Missing Days.

> **Click on the Student Name to select a student**

> **Click "View" and then the date to enter in attendance**

> **Finally, click inside the cell titled "Enter Time". Enter in the amount of time and be sure to SAVE.**