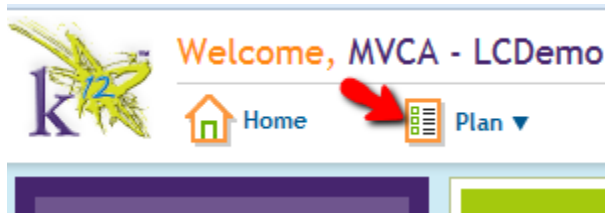


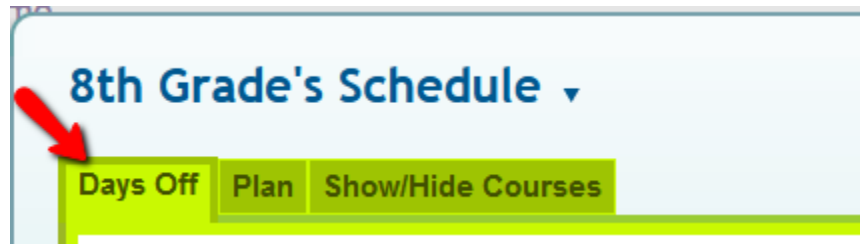
## How To Log A Sick Day

1) From your LC Account. Click Plan.

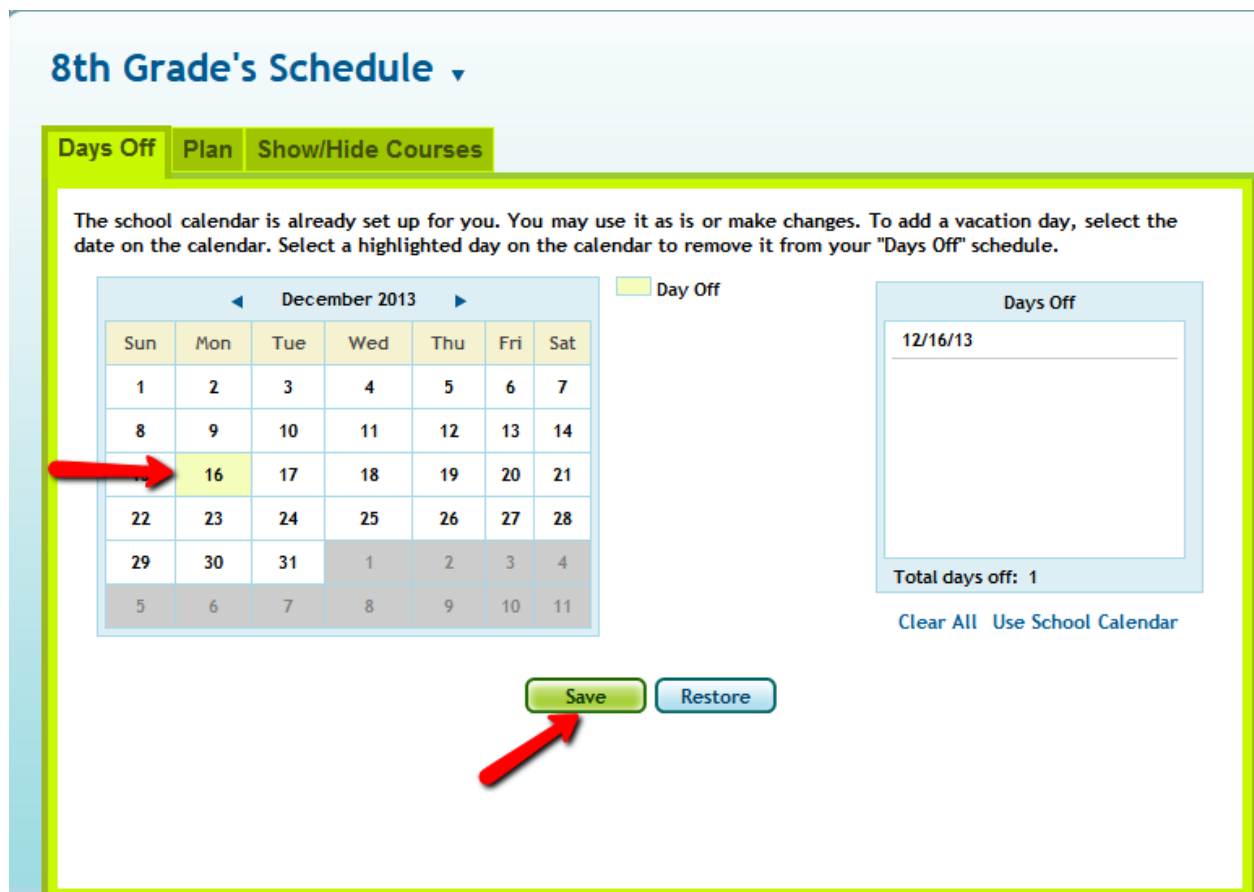


2) Then Click Schedule Set Up from the Drop Down Menu

3) A Window pops up. Click Days Off Tab.



4) Click the day you need off. It will be highlighted in cream. Click Save.



**8th Grade's Schedule** ▾

Days Off Plan Show/Hide Courses

The school calendar is already set up for you. You may use it as is or make changes. To add a vacation day, select the date on the calendar. Select a highlighted day on the calendar to remove it from your "Days Off" schedule.

December 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Day Off

Days Off

12/16/13

Total days off: 1

Clear All Use School Calendar

Save Restore