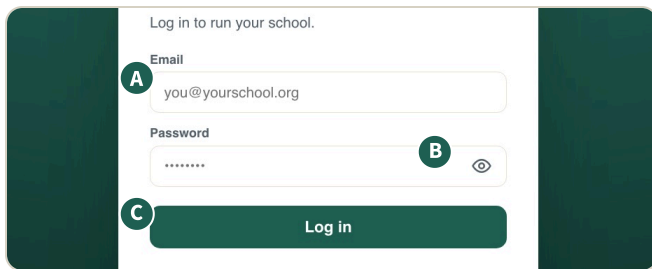
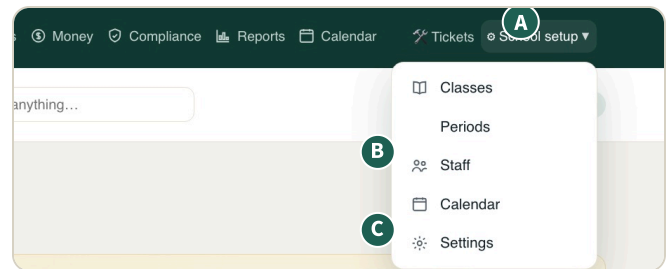


Your first 30 minutes



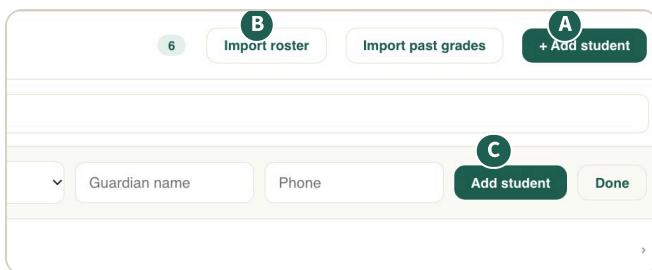
1 Sign in

Go to app.gethomebook.com and press **Log in** (C). The eye icon (B) shows what you typed. New school? Press **Create one**, then **I'm starting a new school**. Homebook School is also a free app on the App Store and Google Play.



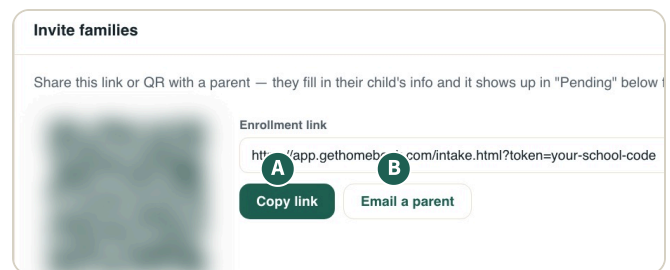
2 Set up your school

Open **School setup** (A). **Settings** (C) holds your school name and how your school meets. Add **Periods** and **Classes**. Under **Staff** (B), send teachers the invite link; each one waits until you pick a role and press **Save**.



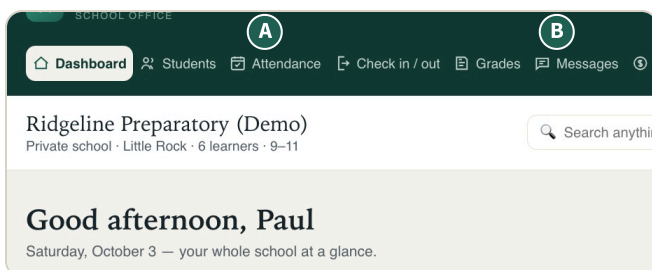
3 Add your students

Open **Students**, press **+ Add student** (A), fill in the row, then **Add student** (C). For a whole school, press **Import roster** (B) and use **Preview import** to check it first.



4 Invite families

Under **Students** > **New enrollments**, share the link or QR code (**Copy link** (A), **Email a parent** (B)). Each parent who signs up appears under **Parent access requests**: check the name against the guardian on file, then press **Approve**. Until then they see nothing.



5 Each day

The **Dashboard** shows what needs you. Take roll under **Attendance** (A): **Mark all present** saves time, then tap **P**, **T**, **A** or **E** for the exceptions. Answer families in **Messages** (B). **Reports** has your school's reports.



6 Privacy requests

Requests for a copy, a fix or deletion arrive under **Settings** > **Privacy requests**. **Start review** (A) counts as your reply (due in 2 business days); finish within 30 days. **Delete student** (directors and admins) keeps them 30 days in **Recently deleted** to **Restore**; **Erase now** is for a family's request. **Mark withdrawn** keeps the record.