



Stuyvesant High School

345 Chambers Street, New York, NY 10282-1099
Telephone: (212) 312-4800 Facsimile: (212)587-3874

CAASS (Comprehensive Attendance Administration Security System) Instructions

Attendance at Stuyvesant High School is taken by students' swiping their ID cards at scanners located at the entrance of the building. The attendance system is known as CAASS and its use is very similar to swiping a MetroCard. **Carry your ID at all times.** If your ID is lost or stolen, you may file a form for a new one at [this link](#) on the stuy.edu website. You will swipe your ID at the scanners when you enter and/or leave the building for lunch, free periods or when you re-enter the building for clubs and after-school activities. You may re-enter the building *only* until 4pm. After-school activities conclude at 5pm.



Please have your ID card ready as you enter the building. At the bridge entrance on the second floor, or entrance you are assigned to come to the building in, you will notice CAASS kiosks.

YOUR ID CARD:

The top of the card displays your Student OSIS. It's used for scans for textbooks, lunch, and Library.



Your CAASS Barcode for attendance is located at the bottom of the card. **Scan this side.**

Hold your ID card ready with your photo facing you and the bar code down.

Swipe the card in the scanner and proceed through. You should hear “ding” and poof, you're done. If you hear an alarm, please ensure you scanned in correctly or see a dean and/or staff member

If you have any questions, please do not hesitate to speak to Mr. Moran at bmoran@schools.nyc.gov, located in room 103 or to your School Counselor.

Your cooperation in this process is greatly appreciated. Thank you.