

ACCESSING THE TEACHER ATTENDANCE SURVEY

The Teacher Attendance Survey is completed annually in the SCDE [Member Center](#). If you are new to managing this task and have not yet registered, please take a moment to create an account by clicking 'create it' at the bottom of the login page. Once registered, navigate to '**School and District Data Tool (SDDT)**' under **Surveys**. If you do not see this option, please contact Josh Findlay at jfindlay@sccharter.org to request access.

To complete the survey:

- Click [Active Surveys](#) in the Toolbox to the left.
- Look for the survey titled “South Carolina 20XX-XX SCHOOL-LEVEL Teacher Attendance Survey”
- Click the pencil icon under edit.
- Follow the Survey instructions.