

Charms Help

Records:

View Your Attendance Records and Forms

Attendance is taken at each rehearsal and recorded in your student's account. Absences and tardies should be marked as either "Excused" or "Unexcused."

To see your singer's attendance records:

1. Log in to your Charms account.
2. Click on the yellow star icon at the top of the page.
3. Click on attendance.

If you believe there is an error in the records, feel free to email us at willamettegirlchoirsalem@gmail.com.

To view any forms you Willamette Girlchoir needs from your singer:

1. Log in to your Charms account.
2. Click on the yellow star icon.
3. Click on Forms.

Not only can you see what forms have been requested, you can see whether or not they have been turned in. If you find yourself needing to turn in a form, you can click on the name of that form to download a copy for yourself.

To turn in a form, you have two options:

1. Turn in the form at the sign in table at the next rehearsal.
2. Scan a copy and send the PDF to willamettegirlchoirsalem@gmail.com