To: Entering Freshmen and Sophomores

From: Technology Services

Re: CAASS (Comprehensive Attendance Administration Security System)

Attendance at Stuyvesant High School is taken by students’ swiping their ID cards at special 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. **We will begin CAASS scanning shortly, carry your id daily.**

Please have your ID card ready as you enter the building. At the bridge entrance on the second floor, you will notice four CAASS kiosks.

**YOUR ID CARD:**

- This is your Student OSIS Number for Textbooks, Lunch, Library
- This is your CAASS Barcode for attendance

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. This entire procedure takes less than one second.

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