



Birmingham Community Charter High School MACS User Guide

Access to the MACS system

To log in to the MACS system, you must first enter your Student ID and birthdate. After you authenticate successfully, select a contact method to receive a secure link. This link will allow you to safely access the system and complete the logging in process.

The screenshot shows a web-based login interface for the MACS system. At the top right, there are two language selection buttons: "English" (highlighted in dark blue) and "Español" (in light grey). The main content area is a white rounded rectangle on a light grey background. It features the Birmingham Community Charter High School logo at the top, followed by the heading "Welcome!". Below the heading is a message: "Enter the student ID and birthdate to clear an existing absence or create an early leave request." The form includes a "Student ID" label and a text input field containing "123456". Below that is a "Birthdate" label and three dropdown menus for "Month", "Day", and "Year". At the bottom of the form is a dark blue "Login" button.

Every user begins by entering the Student ID and birthdate.

Steps

1. Open the system in a supported web browser.

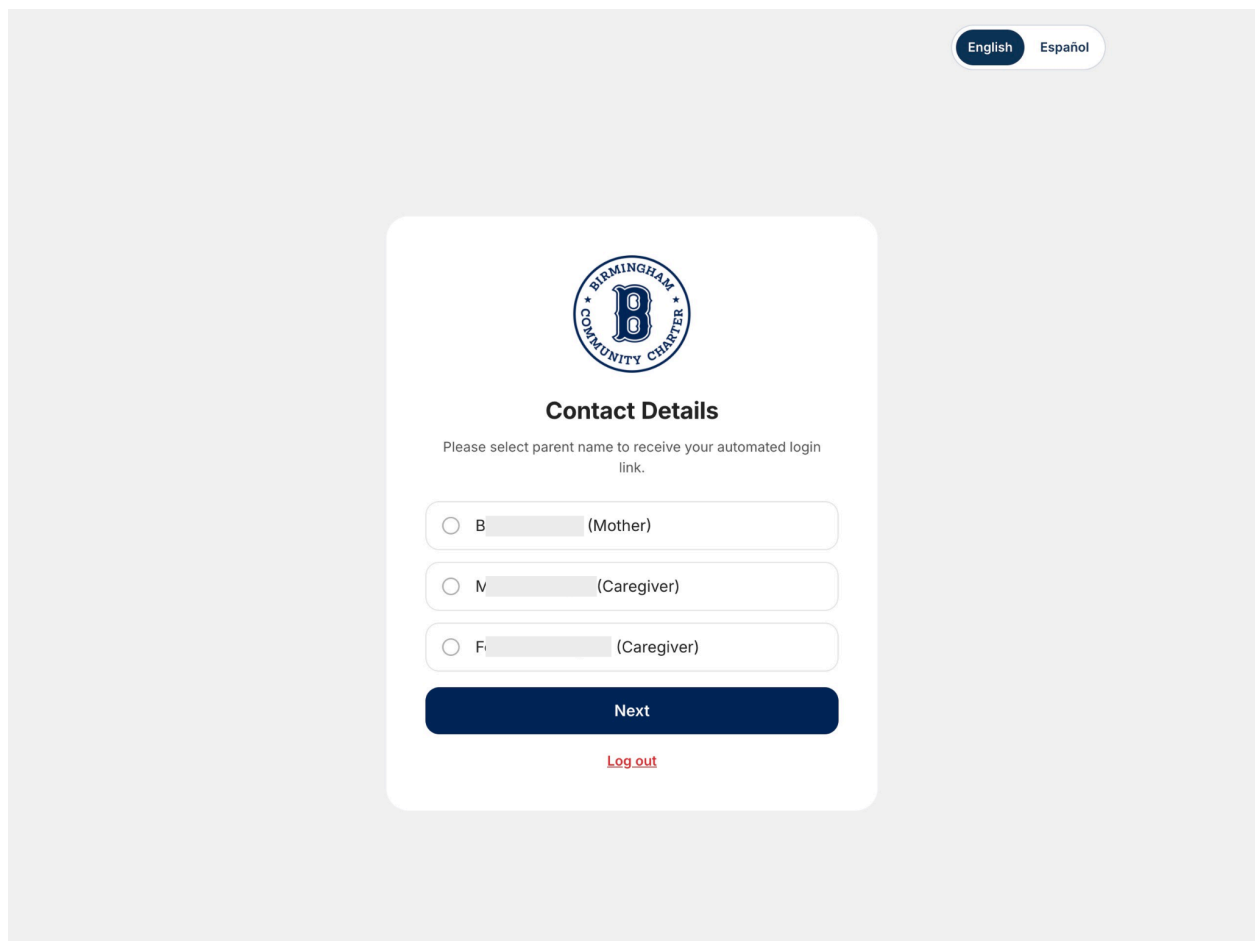
2. Choose English or Spanish.
3. Enter the Student ID.
4. Select the birth month, day, and year.
5. Select Login.

Contact information

A missing Student ID, missing birthdate, invalid date, or unsuccessful authentication displays an error. Ask the user to correct the field and try again.

Contact Details

The user must then select a contact and receive the secure link.



The screenshot shows a web interface for the Birmingham Community Charter. In the top right corner, there are two buttons: 'English' (highlighted in dark blue) and 'Español' (in light grey). The main content area features a white card with the Birmingham Community Charter logo at the top, which consists of a blue circle with a large 'B' and the text 'BIRMINGHAM COMMUNITY CHARTER' around it. Below the logo, the title 'Contact Details' is displayed in bold. Underneath the title, a message reads: 'Please select parent name to receive your automated login link.' There are three radio button options, each with a text input field and a label: 1. Radio button 'B' followed by a text field containing 'B' and the label '(Mother)'. 2. Radio button 'M' followed by a text field containing 'M' and the label '(Caregiver)'. 3. Radio button 'F' followed by a text field containing 'F' and the label '(Caregiver)'. At the bottom of the card is a dark blue button labeled 'Next'. Below the 'Next' button is a red text link labeled 'Log out'.

Steps

- Review the list of parent, guardian, or other available contacts.
- Select the contact name.
- Select Next.
- Review the masked phone number and email address options. The system hides part of each value for privacy.

- Select the phone number or email address where the automated link should be sent.
- Select Submit.

Send automated login link

Once you have reviewed the list of available contacts, select the contact method you would like to use to receive the secure link. Verify that the selected email address or phone number is correct, then click Submit. Check your email or text messages for the link and open it to securely complete the logging in process.

EnglishEspañol



N (Caregiver)

Please select the phone or email address where you would like to receive your automated login link.

[< Back](#)

☐ ma*****@gmail.com

Submit

[Log out](#)

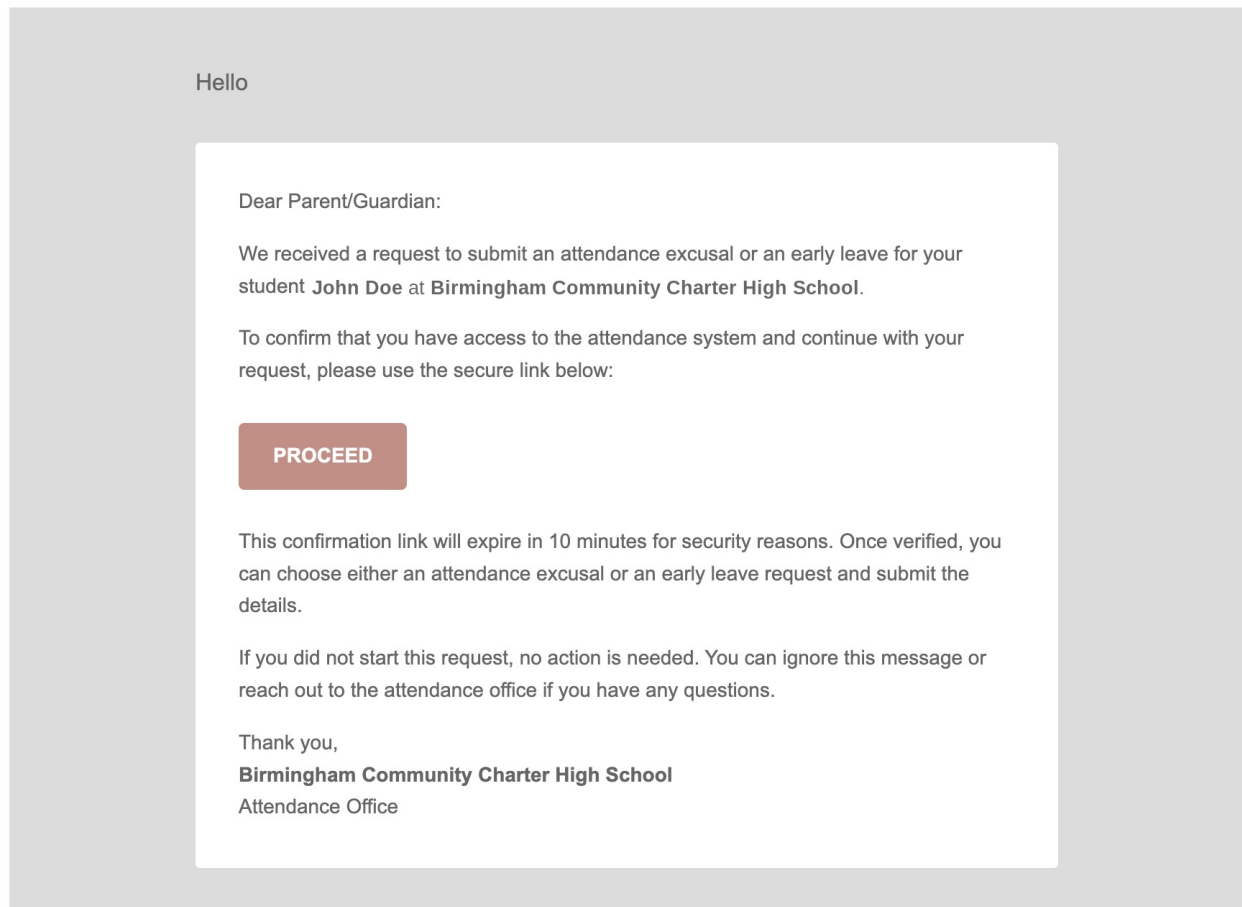


Thank You!!

Your login details have been sent to the
selected phone or email.

[Go to Home](#)

Open your email and search for the message from MACS

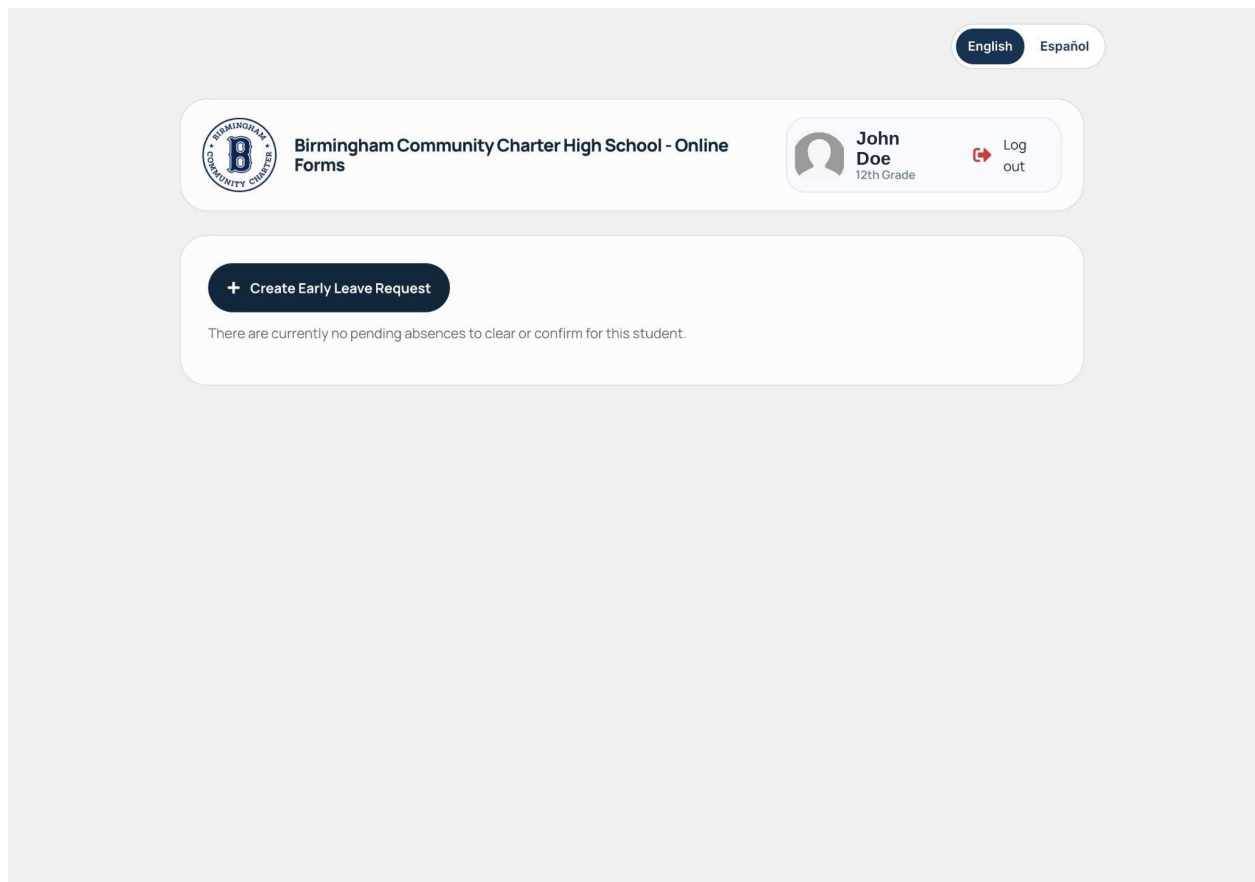


After you select the delivery method, MACS sends a secure login link to the chosen email address. Open the inbox for that address and locate the message from the MACS system. If the message is not visible, check the spam or junk folder. Open the message and select the secure login link to continue. Use the link as soon as possible because it may expire

No contacts available

If no contact is available, or if the selected contact has no phone or email address, the user cannot complete this request. Staff should confirm that the school record contains current contact information.

Student profile and navigation



After logging in, the student profile displays the student name, grade, and profile image when available. If no student image is available, the system displays the school avatar or default image.

Available actions

- Select Clear Absence Form to review absences and submit reasons.
- Select Early Leave Form to request an early departure for a future date or later the same day.
- Use the Back on form pages to return to the previous area when available.
- Select Log out to end the session.

Absence clearance

Absence clearance lets the user review absences and submit a reason for one or more periods on a date. The system groups periods by absence date so the user can review each date as a single record.

Review pending teacher confirmations

Some records may still be waiting for the period teacher to verify the absence. These records are shown separately from absences that are available for clearance.

A pending teacher absence confirmation means the teacher has not yet verified the record. Verified means the record can be reviewed for clearance when it appears in the pending clearance area.

Steps

- Open Absence Clearance from the student profile or secure link page.
- Review the Pending Teacher Absence Confirmation section, if it appears.
- Review the dates and periods shown in the pending clearance section.
- Open an absence record to view its date and periods.
- Choose one reason for the selected absence record.
- Use Clear Selection if the reason needs to be removed before submission.
- Repeat the selection for any additional absence records that should be submitted together.
- Select Submit. At least one absence record must have a reason.
- Review the confirmation message. The attendance team is notified that the request is being processed.
- Select Submit Another Request to continue, or use Log out to end the session.

Schedule and submission

If there are no absences to clear, the system displays a message explaining that there are currently no absences available. If records are still under review, staff should explain that the user may need to wait for teacher verification.

Early Leave

The Early Leave form creates a request for a student to leave early on a selected date. The available periods are loaded from the student schedule for that date.

EnglishEspañol



Birmingham Community Charter High School - Online Forms



John Doe
12th Grade

Log out

[< Absence Clearance](#)

Early Leave

Requested Leave Date [•]
(Starting from today)

08/11/2026

Periods [•]
Please select all periods that you will be absent on the selected date. Multiple periods can be selected.

Period 2P2

Period 3P3

Period 4P4

Reason [•]
You are only allowed to choose one reason, even if you require to leave for more than one reason.

Illness / Guardian Verified

Personal Necessity

Comments
If you have any questions or comments please don't hesitate to contact us.

Testing comment for early leave

Alternate Phone

 (123) 432-1344

Release Time [•]

11:00 AM

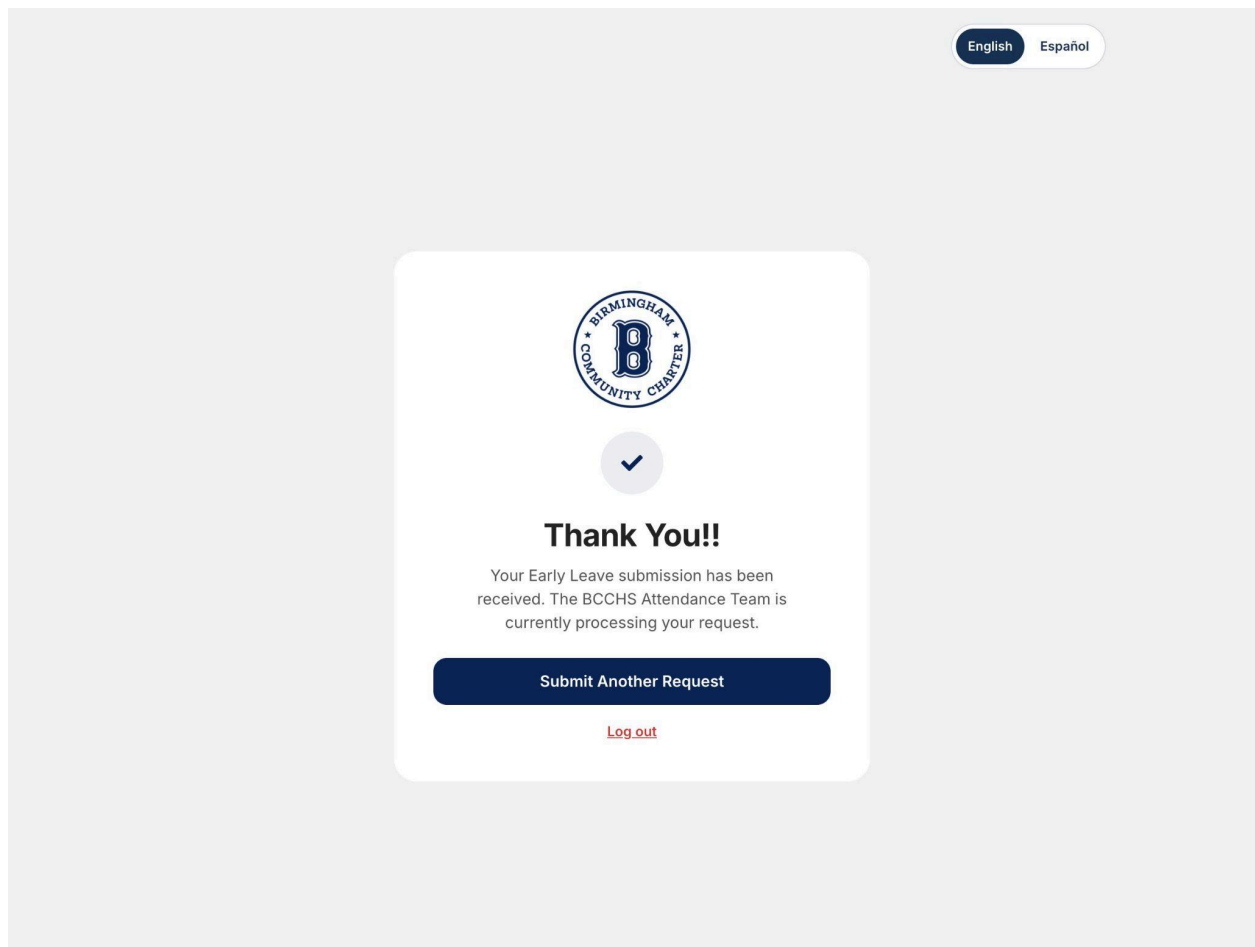
Submit

Steps

- Open Early Leave from the student profile or secure link page.
- Select the requested leave date. The date picker starts from today and does not allow dates before today.
- Wait for the system to load the schedule for the selected date.
- Select every period during which the student will be absent. Multiple periods can be selected.
- Select one reason. Only one reason can be selected for the request.
- Enter optional comments, up to the character limit shown on the form.
- Enter an optional alternate phone number. If entered, it must be a valid phone number.
- Select the required release time.
- Select Submit.

Early Leave submitted

Review the confirmation message and choose Submit Another Request if another request is needed.



Local support guidance

If no schedule is available for the selected date, the system does not allow the request to be completed. The Submit button may also remain disabled while the schedule is loading or when a blocking schedule response is received.

Confirmation and support

The system uses loading indicators, validation messages, confirmation messages, and error messages to show what is happening. Staff should use the message shown on screen as the first troubleshooting clue.

Common messages and recommended responses.

Message	Response
Missing required information	Ask the user to complete the field marked as required.
Invalid date or release time	Ask the user to select a valid date or time again.
No schedule available	Confirm the requested date and explain that the system needs a schedule to continue.
No records found	Explain that there are currently no records available for the selected action.
Submission error	Ask the user to try again. If the problem continues, record the student, date, action, and message without collecting unnecessary personal information.
Expired link	Ask the user to request a new automated link or return to the school attendance system.