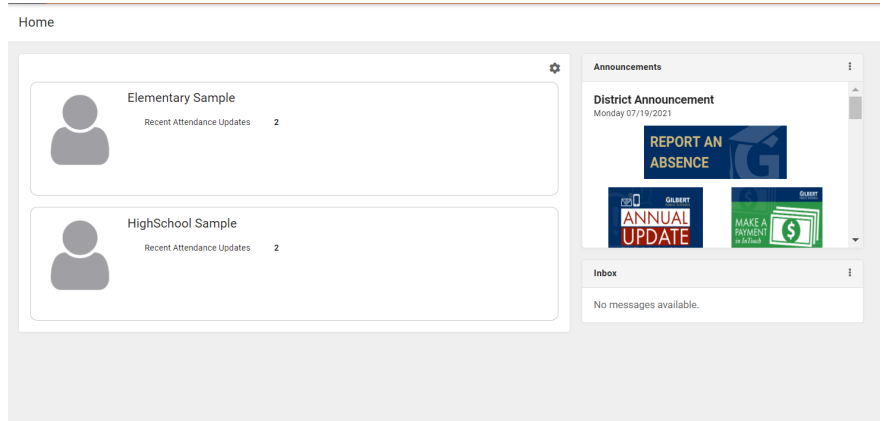


Parents and Guardians will now be able to excuse a student’s absence directly from the Parent Portal.

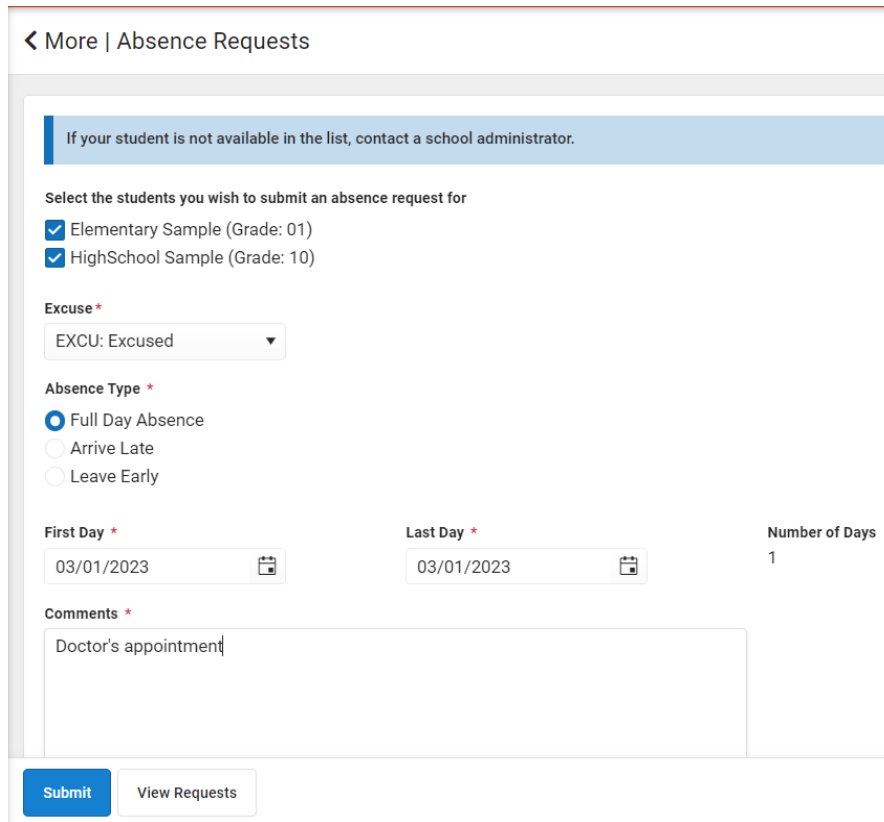
From the home screen of the parent portal you will be able to view your students, access a menu of available tools and view shortcuts to commonly used features. To excuse an absence click on “Report an absence”



Once the tool loads you can select one or all of your students. You will enter in the excuse - sick or excused, the type of absence and the date or dates the absence will take place.

You can select the current date to excuse an absence the same day it occurs, or you can select a date or range of dates for a future absence.

The comments field allows you to leave additional information for the school.



Click on submit to send the request to the school. Once you submit you will see a record of your request. Requests can be deleted at any time before they are processed. You can click on New to submit another request or close the screen. The school now has received your request and will be able to process it.

< More | Absence Requests

Current Requests

Relation to Student	Last Name	First Name	Start Date ↑	End Date	Status
Mother	Sample	HighSchool	02/27/2023	02/27/2023	Processed
Mother	Sample	HighSchool	02/27/2023	02/27/2023	Processed
Mother	Sample	Elementary	02/27/2023	02/27/2023	Processed
Mother	Sample	HighSchool	02/27/2023	02/27/2023	Processed
Mother	Sample	HighSchool	02/27/2023	02/27/2023	Submitted
Mother	Sample	Elementary	02/28/2023	02/28/2023	Processed
Mother	Sample	HighSchool	02/28/2023	02/28/2023	Processed
Mother	Sample	HighSchool	02/28/2023	02/28/2023	Submitted
Mother	Sample	Elementary	03/01/2023	03/03/2023	Submitted
Mother	Sample	HighSchool	03/01/2023	03/03/2023	Submitted

10 items per page 1 - 10 of 17 items

New

You will receive a confirmation email to the address associated with your parent portal after submitting your request. Please contact your student's school with any questions.