

Absence Reporting

1 Log into your Parent Portal Account and select the student you would like to report an absence for

2 Click the link to Enter/Review Upcoming Absences

3 Now choose whether it is a *Single* or *Multi-Day Absence*

4 Provide the following info:

- Date of absence (or start or end date if multi-day)
- Reason for Absence
- Absence Type (full, late, early, leave & return)
- A comment box for other info