



Parent Submitted Attendance - ShipleyNet

1. [Log in to ShipleyNet](#) and navigate to the Resource Board
2. Click on the **Submit Attendance** tile

The screenshot shows the ShipleyNet parent portal. At the top, the 'Resources' menu item is circled in red. Below the navigation bar, the 'Posts' section is visible. A red arrow points to the 'Submit Attendance' tile, which is also outlined in red. The 'Submit Attendance' tile includes an icon of a clipboard with a checklist and the text 'Submit Attendance' and 'Parents can submit attendance for their student(s) here.' Other tiles for 'Conferences', 'Weekly Updates', and 'Magnus Health' are visible.

3. **Select your student(s) and type of absence** - *If you have multiple children and all will be out for the same time period and reasons, you may submit attendance for them all at once. If not, please submit one for each.*
4. **Click submit!** The attendance office will receive notification and process your submission.

Example - Absent single day



Example - Absent single day

Instructions

[Show](#)

Select students *

US ZZStudent '28

Upper School Student '27

Type of absence *

All day

Late arrival

Early dismissal

Absence start date *
02/27/2026 
Use the format MM/DD/YYYY.

Absence end date
02/27/2026 
Use the format MM/DD/YYYY.

Reason for absence *
Absent Excused 

Comment * 42/300
My child will be out on Friday for a trip.  

Example - Absent multiple days

Note - start and end dates



absence

Instructions

Show

Select students *

US ZZStudent '28

Upper School Student '27

Type of absence *

All day

Late arrival

Early dismissal

Absence start date *

02/26/2026



Use the format MM/DD/YYYY.

Absence end date

02/27/2026



Use the format MM/DD/YYYY.

Reason for absence *

Absent Excused



Comment *

My child will be out on Thursday and Friday for a trip.

55/300



Submit

Cancel

Example - Late arrival

**Middle and Upper School students will be marked "absent excused" from their classes up until the time entered in the arrival time field. Lower School families should select "Tardy Day" for their child.*



absence

Instructions

Show

Select students *

US ZZStudent '28

Upper School Student '27

Type of absence *

All day

Late arrival

Early dismissal

Absence date *

03/06/2026



Use the format MM/DD/YYYY.

Arrival time *

10:00 AM



Reason for absence *

Absent Excused



Comment *

My child will be late for a doctors appt.

41/300



Submit

Cancel

Example - Early Dismissal

If your child will leave and then return to campus, please note the return time in the comments section.



absence

Instructions

Show

Select students *

- US ZZStudent '28
- Upper School Student '27

Type of absence *

- All day
- Late arrival
- Early dismissal

Absence date *

02/27/2026



Use the format MM/DD/YYYY.

Dismissal time *

11:00 AM



Will students be returning to finish the day? *

- Yes
- No

Reason for absence *

Early Dismissal



Comment *

My child will leave at 11 am for a dentist appointment. They will be back around 12pm. Thank you|

98/300



Submit

Cancel