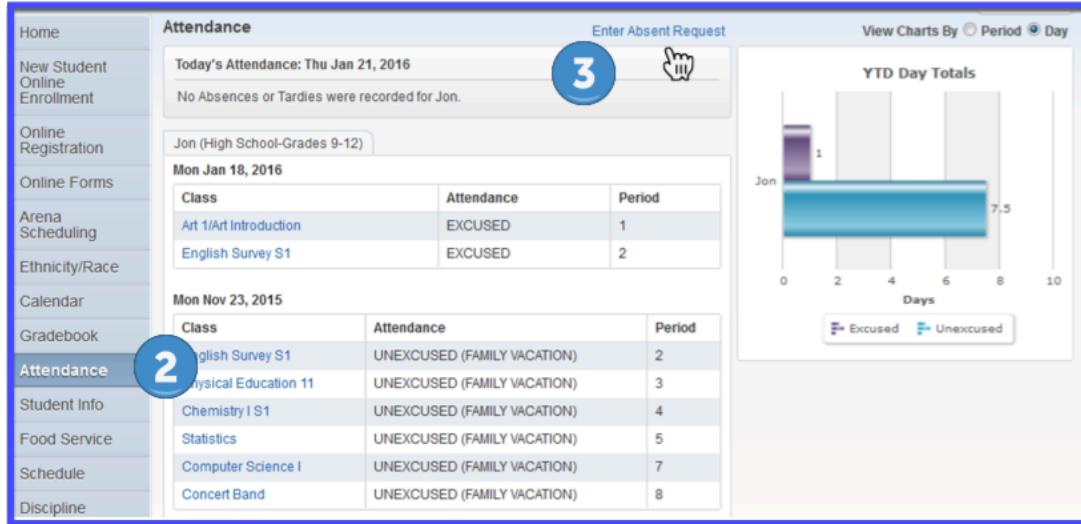


Online Absence Request for Parents



Attendance

Today's Attendance: Thu Jan 21, 2016

No Absences or Tardies were recorded for Jon.

Jon (High School-Grades 9-12)

Mon Jan 18, 2016

Class	Attendance	Period
Art 1/Art Introduction	EXCUSED	1
English Survey S1	EXCUSED	2

Mon Nov 23, 2015

Class	Attendance	Period
English Survey S1	UNEXCUSED (FAMILY VACATION)	2
Physical Education 11	UNEXCUSED (FAMILY VACATION)	3
Chemistry I S1	UNEXCUSED (FAMILY VACATION)	4
Statistics	UNEXCUSED (FAMILY VACATION)	5
Computer Science I	UNEXCUSED (FAMILY VACATION)	7
Concert Band	UNEXCUSED (FAMILY VACATION)	8

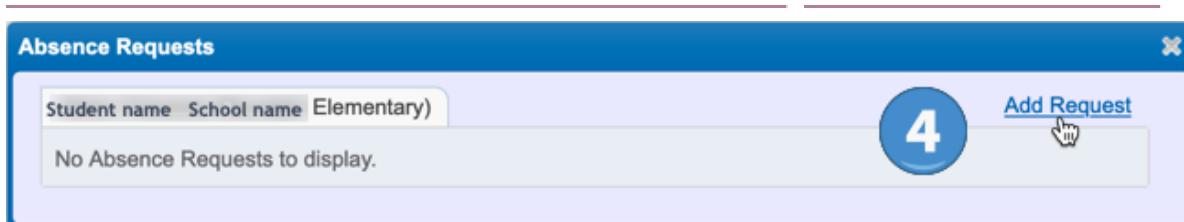
View Charts By Period Day

YTD Day Totals



Category	Days	Totals
Excused	1	1
Unexcused	7.5	7.5

1. Log in to the parent portal
2. Select the attendance tab
3. Click on the 'Absence Request' link. A browse window will open.
4. Click on 'Add Request'



Absence Requests

Student name School name Elementary

No Absence Requests to display.

Add Request

- Enter the date(s) the student will be absent. If only one day of absence is being requested then the start date and end date should be the same. If the student will be absent for more than one day, then enter the date range. *By default the current date is entered automatically.*

The screenshot shows the 'Add Request' window. At the top right, 'Elementary' is selected. The 'Start Date' field contains '02/14/2020' and has a calendar icon. The 'All Day' checkbox is checked. The 'Reason' dropdown menu is open, showing 'Family', 'Illness', and 'Medical Appointment'. A note at the bottom left says '(*) Indicates a required field.' At the bottom right are 'Back' and 'Save' buttons. Number 5 is circled around the 'Start Date' field, 6 around the 'All Day' checkbox, and 7 around the 'Reason' dropdown.

- For elementary school students. Check the 'all day' box.
- Select a reason for the absence from the list.
- Please enter a comment to give more information to the school office.
- Save. The status will be pending until it is approved or denied. There is still an option to edit the absence request or delete it after it has been submitted.

Absence Requests				
Student name School name (Elementary)		Add Request		
	Status	Start Date/Time	End Date/Time	Reason
Edit Delete	Pending	Fri Feb 14, 2020	Fri Feb 14, 2020	Illness

Submitting an online absence request will put it in an attendance queue. The school secretary will review the request and will either approve it or deny it. You will receive a notification via email once it has been finalized.

Remember that this feature is to request full day absences only, tardies

and checkouts are not included.