NOTRE DAME HIGH SCHOOL

Parent Instructions to Submit Attendance

(1) Go to MyNDHS and log in
(2) Click on the Student's Name (in the yellow tab bar toward the top of the screen)
(3) Underneath the child's photo, click on the box that says "+Report Absence"
(4) A new box will appear. You may need to allow "pop-ups" in your browser settings to see this box.
(5) Click on Instructions to make sure you are following proper procedures.
(6) Click the box next to "Student Name"
(7) Choose the type of absence – All day, Late Arrival (Tardy), or Early Dismissal
(8) Choose a start date
- All day requires you to enter an end date. If only one day, then the start and end dates should be the same.
- Late arrival requires you to enter an arrival time.
- Early Dismissal requires you to enter a dismissal time. Also, please click yes or no to whether the student will return for the day.

(9) Must choose a reason for Absence – health, personal, or bereavement.
(10) You must complete the comments section. Please see the instructions for required comments.
(11) Click Submit, and there should be a green box that indicates the submission was reported successfully.