



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.