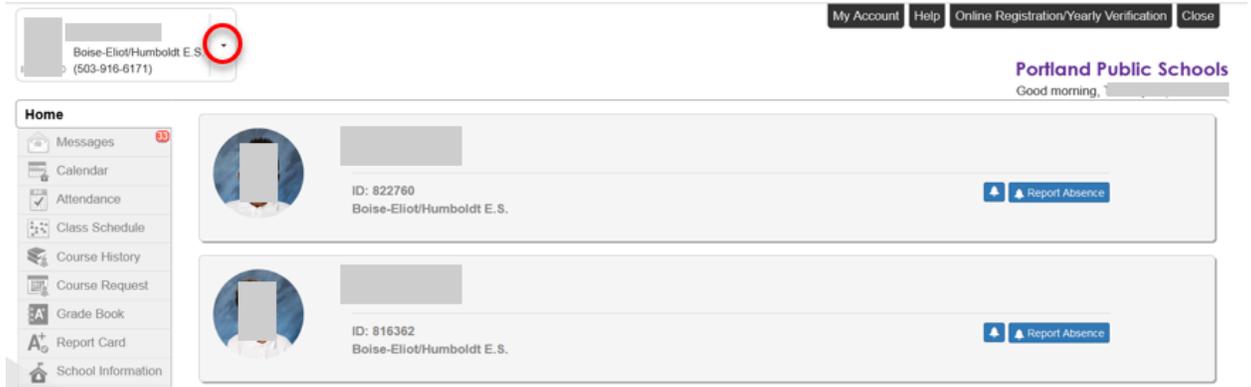


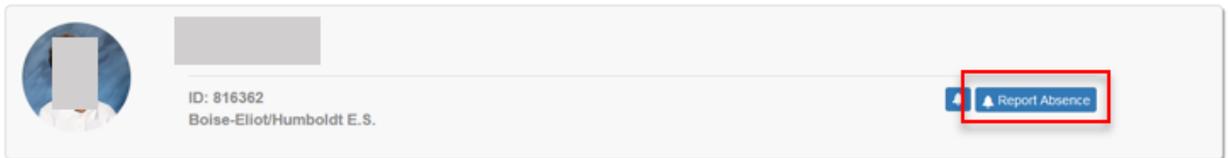
- Log into ParentVUE (parentvue.pps.net) using your username and password

NOTE: If you do not have a ParentVUE account, contact your student's school office staff to obtain a unique activation key code before proceeding with [ParentVUE Guide for Parents](#)

- For parents that have multiple students, select the student (top left) that will you will be reporting attendance by clicking on the down arrow (skip this if you only have access to one student)



- Click on the **Report Absence** icon



- A new pop-up screen appears. Enter the **Start Date** when reporting attendance. The default date is today's date

NOTE: If your student will only be gone for one day, do not enter date under End Date

A screenshot of the attendance reporting form. It has two input fields: "Start Date:" with the value "08/22/2022" and a calendar icon, and "End Date (optional):" with a calendar icon. To the right is a pink button labeled "Select A Reason" with a dropdown arrow. A red box highlights the "Start Date" field.

- If your student will be out for more than one day, enter the **End Date**

Start Date: 08/22/2022  End Date (optional):  Select A Reason ▾

- Select the appropriate **Reason** under the drop-down selection for how your student will be gone for that day

Select A Reason ▾

- Appointment
- Family Emergency
- Funeral
- Illness
- Mental Health Day

- Enter a **Note** to explain why your student will be out (optional)
- Click **Save**

Report Absences - ×

 Please select the day(s) for which the student will be absent, enter a reason for the absence, then click submit.

Start Date: 08/22/2022  End Date (optional):  Illness ▾

Note

Johny is not feeling well today and will not be going to school.

Save Close

- A pop-up notification that your request has been submitted for the date you have requested will appear. You cannot make any edits once you have submitted your request. If changes needs to be made, contact your school office staff

