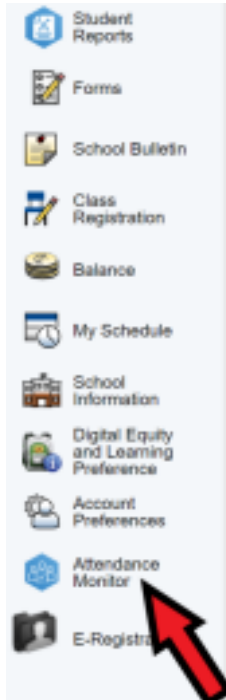
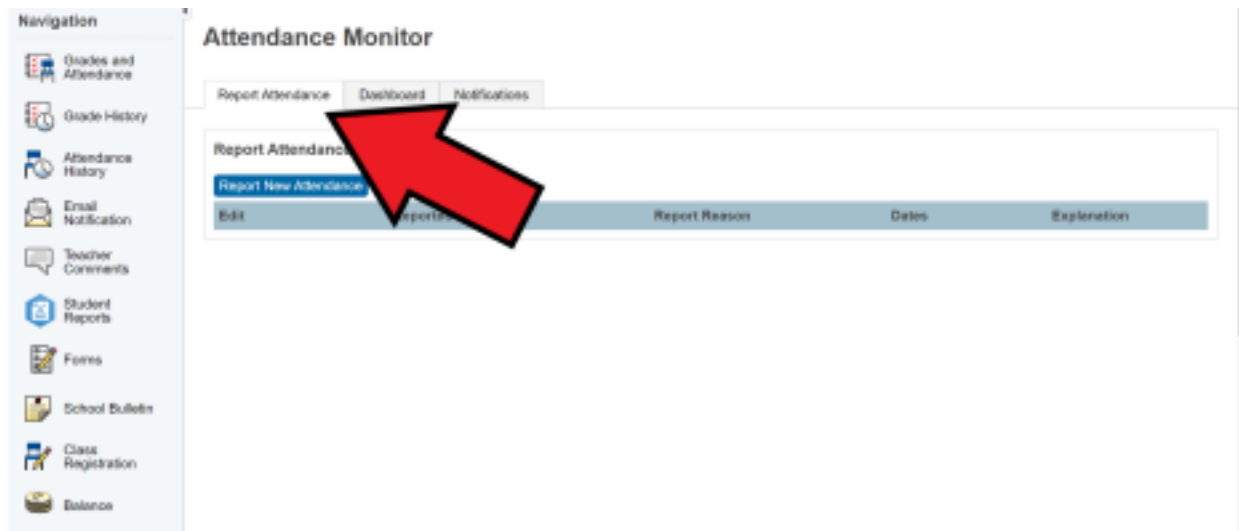


Reporting a student absence through the Powerschool Parent Portal

- Sign into the parent portal (NOT the App) and select Attendance Monitor from the left navigation menu



- Select the Report Attendance tab



- Click the Report New Attendance button

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Student Reports
- Forms
- School Bulletin
- Class Registration
- Reference

Attendance Monitor

Report Attendance | Dashboard | Notifications

Report Attendance

Report New Attendance

Edit	Reported On	Report Reason	Dates	Explanation
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- Enter the Absence Date (leaving the second date blank to report for current day only) (arrow #1) •
- Select from the “What is the reason for the absence” drop-down (arrow #2)
- Select Yes or No in the “Is this absence for the whole day” drop-down (If No is selected the user will be prompted to enter the Time Range) (arrow #3)
- Enter an explanation in the Explanation text box (arrow #4)
- Click Submit (arrow #5)

Attendance Monitor

Report Attendance | Dashboard | Notifications

Create Attendance Report

Student Name

Absence Date -

☐ Leave second date empty if only reporting single day absence.

What is the reason for the absence?

Is this absence for the whole day?

Explanation