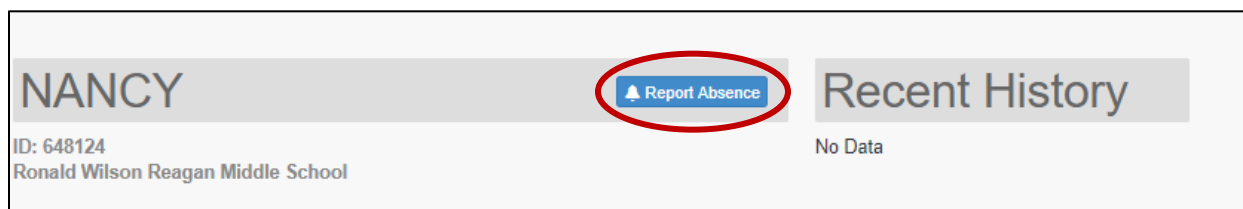
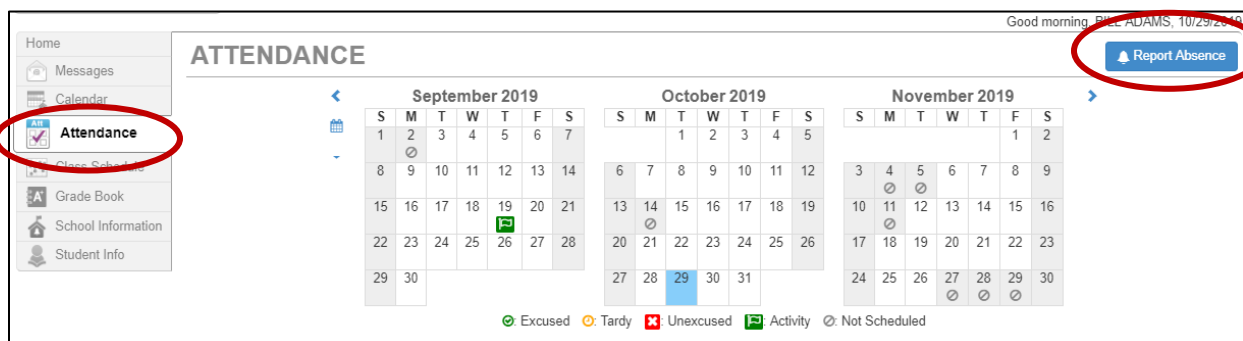


Reporting Future Absences in ParentVUE

Parents/Guardians have the ability to report their student's absence(s) on actual day of their student's absence or any future absences up to 30 days in advance which includes weekends and holidays in **ParentVUE**.

Submitting Absences using the ParentVUE Website

1. Click on **Report Absences** under **Attendance** to open the *Report Absences* screen or from the **Home Screen**, click on **Report Absences** next to the student.



2. Complete the required information: **Start Date**, **End Date**, **Absent – Excused** as the reason, and then enter the information into the **Note** field.
Note: All excused absences submitted by the parent/guardian are pending until school verification occurs.

The screenshot shows the 'Report Absences' form. It includes a header 'Report Absences -', an information box with instructions, and fields for 'Start Date' (10/31/2019), 'End Date (optional)', and 'Absent - Excused'. A 'Note' field is present below. At the bottom right, the 'Save' button is circled in red.

3. Click the **Save** button.

Note: Past attendance cannot be submitted through **ParentVUE**. A note will need to be brought into the Attendance Office at your student's school within five days of the absence.

- After the absence(s) has been reported, you will see a X on the date(s). If you hover over the date(s) you will see the note that states "Pending Verification".

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- You may also view your Attendance notes listed under student on the **ParentVUE** Homepage.

NANCY [Report Absence](#) **Recent History**
ID: 648124 No Data
Ronald Wilson Reagan Middle School
[Attendance notes for 10/29/2019](#)

- Once the absence has been reviewed by the school's attendance office, the date(s) will reflect the attendance type selected.

ATTENDANCE

September 2019 October 2019 November 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

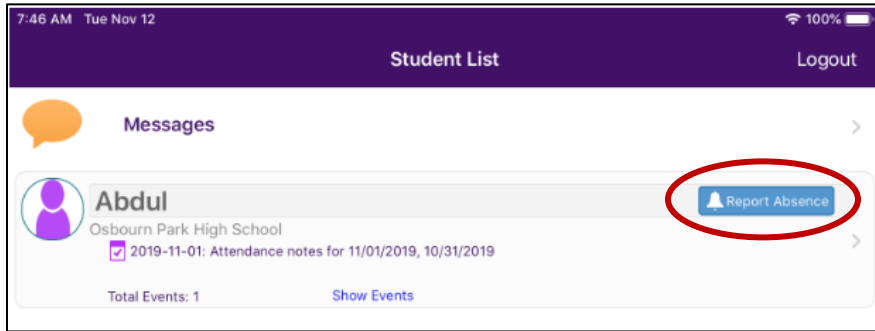
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

S	M	T	W	T	F	S	
						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

● Excused ● Tardy ● Unexcused ● Activity ● Not Scheduled

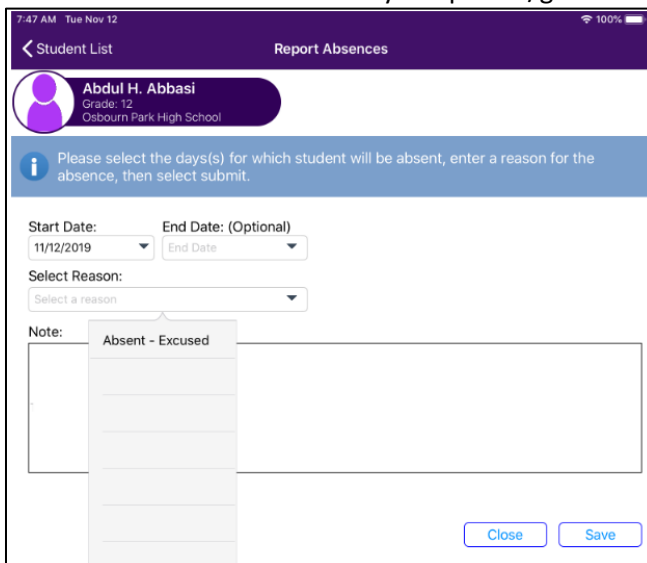
Submitting Absences using the ParentVUE App

1. Click on **Report Absences** next to the student on the Home screen.



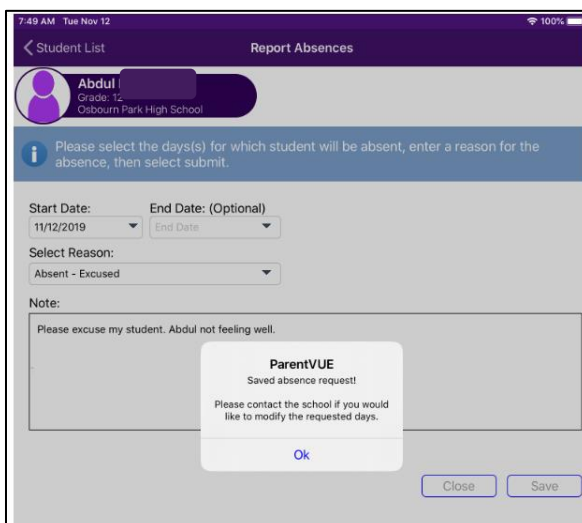
2. Complete the required information: **Start Date**, **End Date**, **Absent – Excused** as the reason, and then enter the information into the **Note** field.

Note: All excused absences submitted by the parent/guardian are pending until school verification occurs.

A screenshot of the 'Report Absences' form in the ParentVUE app. The form is for student 'Abdul H. Abbasi', Grade 12, at Osborn Park High School. It includes a blue instruction bar: 'Please select the day(s) for which student will be absent, enter a reason for the absence, then select submit.' The form fields are: 'Start Date: 11/12/2019', 'End Date: (Optional)', 'Select Reason: Absent - Excused', and a 'Note' field. At the bottom right, there are 'Close' and 'Save' buttons.

3. Click the **Save** button.

Note: Past attendance cannot be submitted through **ParentVUE**. A note will need to be brought into the Attendance Office at your student's school within five days of the absence.

A screenshot of the 'Report Absences' form in the ParentVUE app after the 'Save' button has been clicked. The form is now filled with 'Start Date: 11/12/2019', 'End Date: (Optional)', 'Select Reason: Absent - Excused', and a 'Note' field containing the text 'Please excuse my student. Abdul not feeling well.' A white dialog box with a purple header 'ParentVUE' and the text 'Saved absence request!' is overlaid on the form. The dialog box also contains the text 'Please contact the school if you would like to modify the requested days.' and an 'Ok' button. At the bottom right of the form, there are 'Close' and 'Save' buttons.

4. Once the absence has been reviewed by the school's attendance office, the date(s) will reflect the attendance type selected.

The screenshot shows a mobile application interface for tracking attendance. At the top, the status bar displays '7:56 AM Tue Nov 12' and '100%' battery. The app header includes a navigation menu with 'Navigation' and 'Home' options, and the title 'Attendance'. Below the header, a student profile for 'Abdul' is shown, including 'Grade: 12' and 'Osbourn Park High School'. There are buttons for 'Legend' and 'Summary'. The main content area is titled 'Osbourn Park High School' and displays a calendar for November 2019. A note for 11/12/2019 reads 'Please excuse my student. Abdul not feeling well.' Below the calendar, a list of excused absences is shown for three dates: 11/12/2019, 11/01/2019, and 10/31/2019. Each date is associated with a specific class and teacher, and the status is 'Excused'.

Date	Class	Teacher	Status
11/12/2019	1: Bio II: Int DNA/Bio	Devin Burda	Excused
11/12/2019	2: +AP Research	Robert Scott	Excused
11/01/2019	3: +Civil Eng & Arc (PLTW)	Nancy House	Excused
10/31/2019	4: +AP US Govt	Daniel Geroe	Excused