

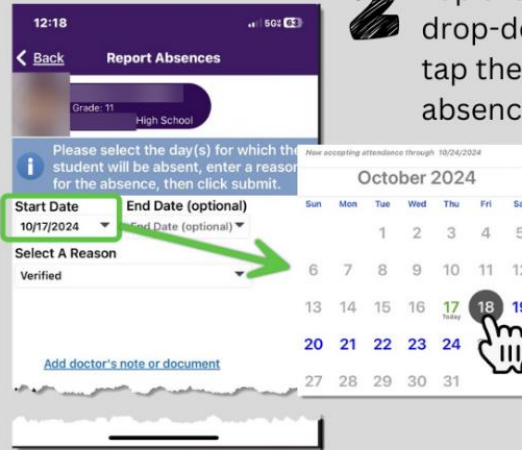


ParentVUE App: Report Student Absences



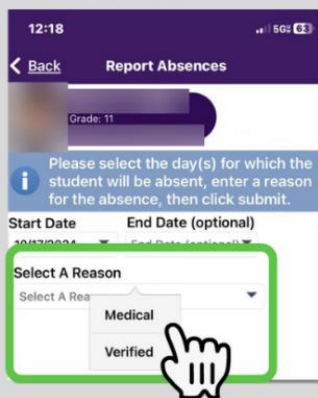
Instead of calling your child's school to report an absence, you may report the absence through the ParentVUE mobile app.

1 Log into the ParentVUE app and tap "Report Absences."

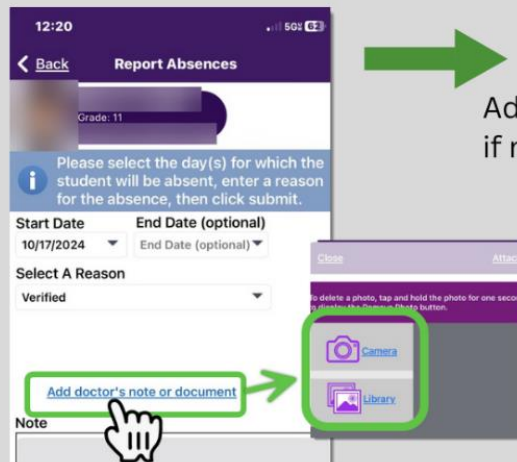


2 Tap the **Start Date** drop-down menu and tap the date of the absence.

3 Tap the **Select A Reason** drop-down and tap the reason for the absence.

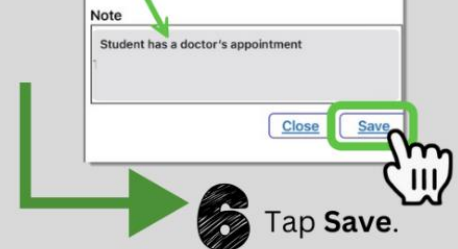


4 Tap the **Add doctor's note or document** link and tap the source. Follow steps to add and attach the document.



5 Add a note if needed.

Add a note



6 Tap **Save**.

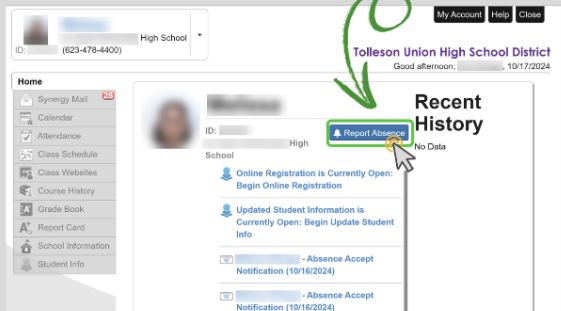
Upon acceptance of the absence report, you will receive a confirmation email.

ParentVUE Web: Report Student Absences

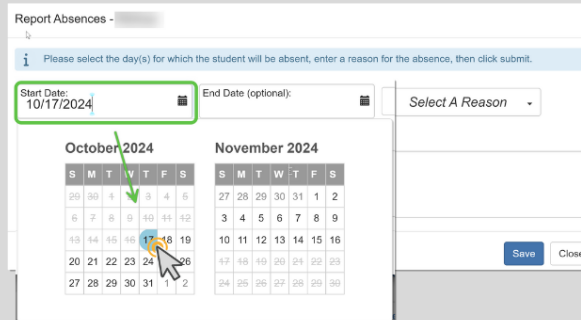


Instead of calling your child's school to report an absence, you may report the absence through the ParentVUE website.

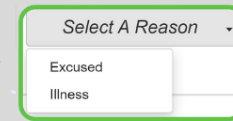
1 Log into the ParentVUE and click **"Report Absence."**



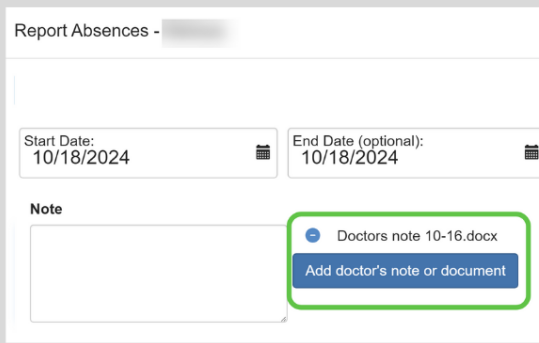
2 Click the **Start Date** field and select the date of the absence.



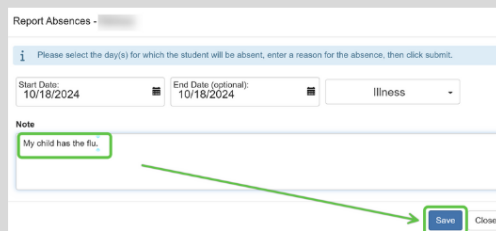
3 Click the **Select A Reason** drop-down and tap the reason for the absence.



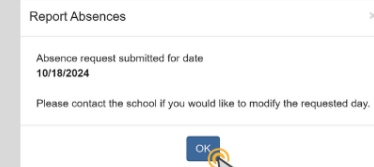
4 Click the **Add doctor's note or document** button and follow steps to add and attach the document. The attachment name will appear above the add doctor's note button.



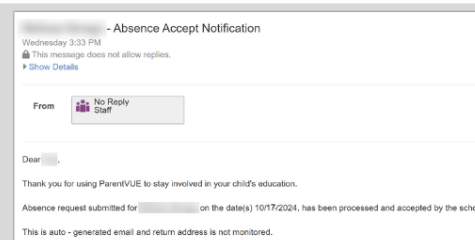
5 Add a note and click **Save**.



6 Click **OK** on the confirmation window.



You will receive a confirmation email once the school processes and accepts the request.



If you have any questions, please contact the school.