

## Parent Portal Instructions for Attendance Notes

You have two locations in the portal where you can notify the Attendance Office of an upcoming absence.

1. A hyperlink on the Student Summary page that says "Notify Attendance Office"

The screenshot shows the 'Summary' page for a student named 'Stu Demo'. The page includes a navigation bar with tabs for Summary, Attendance, Grading, Fees And Fines, Gradebook, Documents, Forms, and Course Pages. The student's profile includes a cartoon image, name, school, and student ID. A table shows the student's schedule for 'Day: 4', listing courses like 'Demo Science' and 'Demo Math'. Below the schedule, there are sections for 'THIS WEEK' and 'ASSIGNMENTS'. The 'ASSIGNMENTS' section has a link labeled 'Notify Attendance Office' which is highlighted in yellow. A red arrow points to this link.

2. Under Attendance > Notify Attendance Office

The screenshot shows the 'Attendance' page with a sub-tab for 'NOTIFY ATTENDANCE OFFICE'. The form contains the following fields and options:

- Notify Attendance Office**  
*You may only notify the attendance office about today and/or future dates.*
- Student will be:
- On Date:
- Up through and including (may leave blank):
- Check off each student for whom this pertains:  
 Stu Demo
- Please leave a brief reason for the attendance request:
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On the Notify Attendance Office page in the Portal, you will be able to choose whether the student will be absent or tardy. You can choose one date or a date range. It is important to include the reason for the absence in the comment box. Once you hit the "Submit to Office" button, the school can see your request. This screen will maintain a historical record of all notifications submitted.