

HOW TO NOTIFY THE SCHOOL FOR AN ABSENCE

1. Log into the Parent Portal
2. On the Summary Screen – click **Notify Attendance Office**

Summary Assessments Attendance Grading Fees And Fines Gradebook Documents Forms Course Pages Conferences Athletics

SELECT STUDENT: Student, Gen5

Gen5 Student GRADE: 08
TEST_SCHOOL(DO NOT USE) | STUDENT ID: FAKE013 | STATE ID:

Print Schedule: List Todays Cycle: R
Thu, 09/03 (R) Fri, 09/04 (F) Mon, 09/07

List View / Daily View

STUDENT SCHEDULE (09/03)

THIS WEEK	M	T	W	R	F
ATTENDANCE	8	8	8		
ASSIGNMENTS	0	0	0	0	0

Notify Attendance Office

Homeroom: 103
Age: 14
Birthdate: 01/01/2006
User Password:
Username: FAKE013
Email Address: FAKE013@edison.k12.nj.us

3. Select **Absent** from the drop down and enter the **Date** using the calendar below.

NOTIFY ATTENDANCE OFFICE

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:

Gen4 Student
 Gen5 Student

Please leave a brief reason for the attendance request:

Submit to Office

4. Then check the appropriate student and enter a reason in the text box.
5. Click the **Submit to Office** button when you are ready.
6. Your child's Attendance Office will process the absence request.