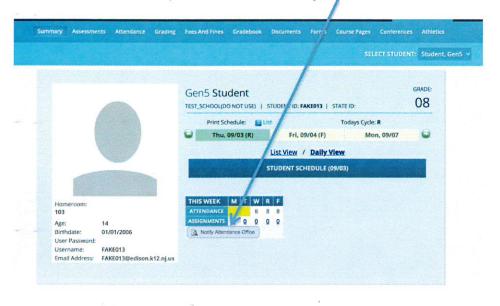
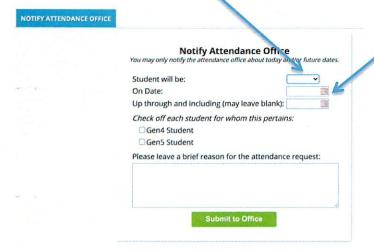
## HOW TO NOTIFY THE SCHOOL FOR AN ABSENCE

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



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



- 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.