



Derry Township School District

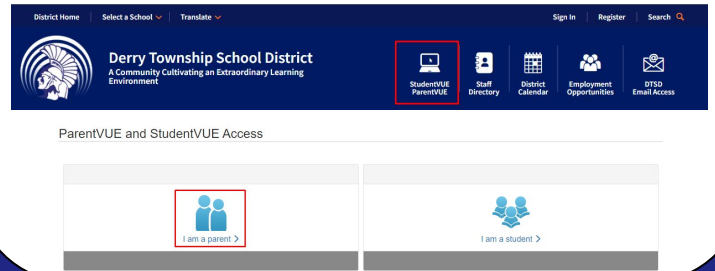
Managing Student Attendance

Online Absence Request

- Parents and guardians will be able to submit absence requests via ParentVUE.
- Parents can request a full-day absence, early dismissal, or later arrival.
- Parents can request absences up to 30 days in advance
- Absence requests will be reviewed by School Attendance Staff and approved or denied.
- Requests made using the ParentVUE will also serve as the excuse for the absence. Parents will NOT be required to submit an excuse either electronic or written.

Log in to ParentVUE

- To log in, go to www.hershey.k12.pa.us and select the **ParentVUE/StudentVUE** Icon at the top of the page
- Select **I am a parent**
- Enter *username* and *password*.



Reporting a Student Absence

In Parent Portal

- Select “Home” or “Attendance” from the left menu
- Select **Report Absence**
- Select **Start Date of Absence**
- Select **End Date of Absence** (optional)
- Select **Absent by Parent** as reason
- Add **Comment** (*REQUIRED)
- Attach doctors/other note by selecting **Add doctor’s note or document**
- Select **Save** when finished

Notifications

What happens when your child is not in school?

Opt-in to ParentVUE Attendance Notifications

- Select on **My Account** in the upper right hand corner
- Select the **checkbox** next to Attendance to be notified when your child is tardy or misses a class
- Select on **Update Account** at the top of the page

Phone Call

- Additionally you will receive a automated phone call to alert you when your student is not in school.

Attendance Reconciliations

What if you do not have access to Parent Portal?

- Families can provide an absence excuse to the school as per SB Policy #204.

Support

- Please go to our support website: <https://hershey.zendesk.com/>
- Select **Student and Parent Resources** then go to the ParentVUE section

If you are unable to find the answer to your question please email helpdesk@hershey.k12.pa.us