

Desktop/Laptop/Computer

1. Log in to the [ParentVUE website](#).
2. Click the “Report Absence” button by your child’s name

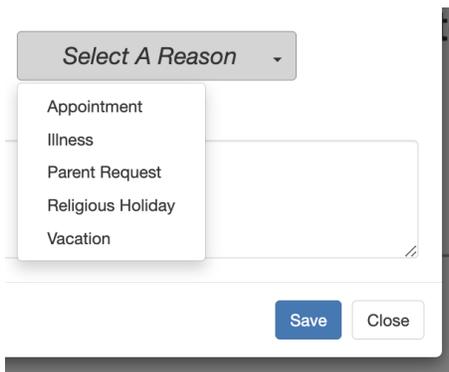
The screenshot shows the ParentVUE website interface. On the left is a navigation menu with options like Messages, Calendar, Activity Reg/Payment, Community Ed, Student Profile, Attendance, Class Schedule, Conference, Course History, Grade Book, Health, Report Card, School Information, Student Info, and Test History. The main content area displays a student profile for 'Student' with ID 702797 from Forest Lake Area Middle School. To the right of the profile is a 'Recent History' section with a 'Report Absence' button circled in red. Below the button, it says 'No Data'.

3. Select a start date
4. Select an end date

Report Absences -

The screenshot shows the 'Report Absences' form. At the top, there is a blue instruction bar: 'Please select the day(s) for which the student will be absent, enter a reason for the absence, then click submit.' Below this, the 'Start Date' is set to '09/28/2023' and the 'End Date (optional)' is empty. Both date fields have calendar icons circled in red. To the right is a dropdown menu labeled 'Select A Reason'. Below the date fields are two calendar grids for September 2023 and October 2023. In the September 2023 calendar, the 28th is highlighted. A blue 'Save' button is located at the bottom right of the form.

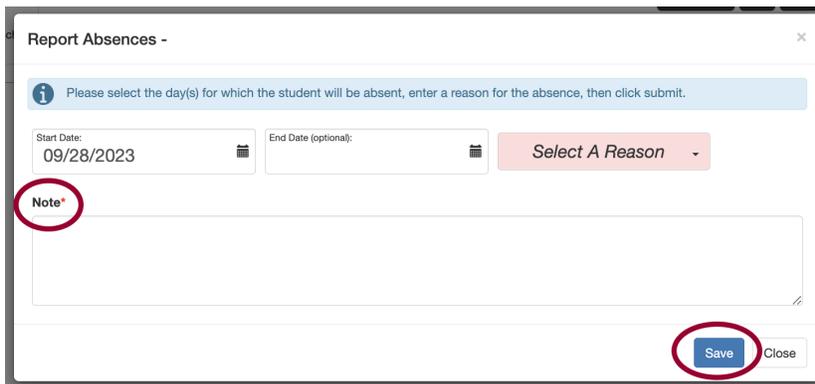
5. Select a reason from the drop-down menu



A screenshot of a web form showing a dropdown menu titled "Select A Reason". The menu is open, displaying five options: "Appointment", "Illness", "Parent Request", "Religious Holiday", and "Vacation". Below the dropdown menu, there are two buttons: "Save" (in blue) and "Close" (in white).

6. Add a note (provide a more detailed description, or give the drop-off/pick-up time for a partial day absence)

7. Click the "Save" button



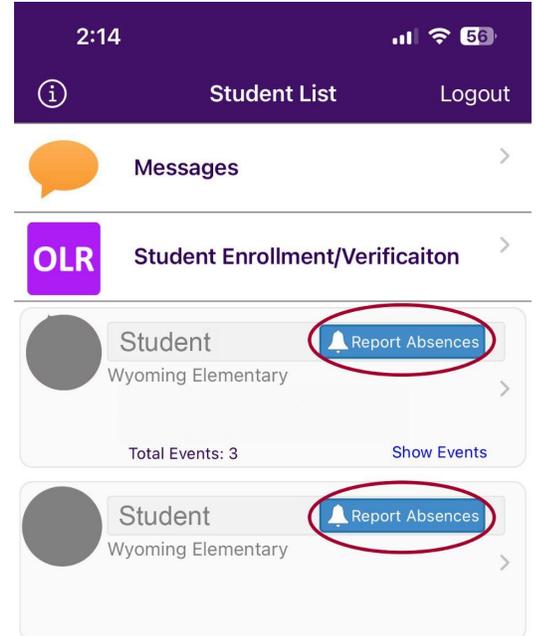
A screenshot of a web form titled "Report Absences". At the top, there is a blue information bar with an 'i' icon and the text: "Please select the day(s) for which the student will be absent, enter a reason for the absence, then click submit." Below this, there are two date input fields: "Start Date:" with the value "09/28/2023" and "End Date (optional):". To the right of these fields is a dropdown menu labeled "Select A Reason". Below the date fields is a large text area labeled "Note*" with a red circle around the label. At the bottom right of the form, there are two buttons: "Save" (in blue) and "Close" (in white), with a red circle around the "Save" button.

8. A pop-up confirmation notification will appear

9. Your submission will show as gray X's (received by not yet approved) on the student's attendance tab. School staff will review the submission during school hours for approval.

Mobile App

1. Log in to the iPhone or Android app (if you don't have the app on your phone, you can download it from Google or the App store).
2. Click the "Report absence" button by your child's name.



3. Select a start date. Absences can be reported up to 14 days in advance.
4. Select an end date (this is optional or can be the same as the start date).
5. Select a reason from the drop-down menu
6. Add a note with a more detailed explanation and/or the time of day that your student needs to be picked up early or dropped off late.
7. Click "Save."
8. A pop-up notification will appear. School staff will review the submission during the school day for approval.

