

How To Enter an Absence Excuse in Sapphire

1. Login to the Sapphire Community Portal at <https://pequea-sapphire.k12system.com/>
2. Click Student Data Forms in the left sidebar.
3. Click Absence Excuse Form in the On Demand Forms list.

Student Data Forms

Forms Awaiting Completion

No forms awaiting completion

On Demand Forms

Form	Description	Status
Absence Excuse Form	Daily Absence Excuse Form	Open
Address & Contact Data Changes	Address & Contact Data Form	Open
Medical Update Form	Medical Update Form	Open

4. Complete the form. You can also upload a note if needed. Click Submit.

Absence Details

Absence Excuse Information

Absence Date From* **Absence Date To***

Dates must be greater or equal to today.

Reason for Absence *

Attach Documents

Name	Size	Remove
Drop files here to upload		

Attach files

Uploaded Files

I acknowledge that the above information is accurate. *

Submit