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*

09/18/2023

Absence Date To*

09/18/2023

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