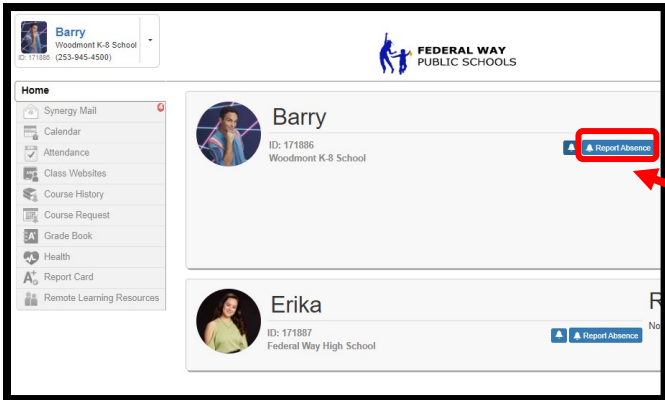


HOW TO Report an Absence in ParentVUE

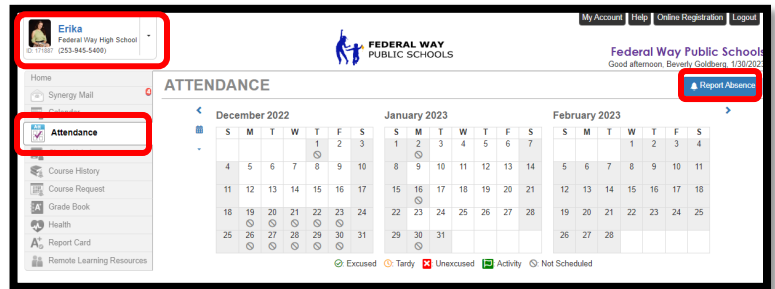
This guide will walk you through the steps of reporting an absence in ParentVUE

Step 1: Log in to ParentVUE with the username and password previously created



Step 2: There are two places to report an absence

1. The Home Screen - Click on the Report Absence button for the desired student
2. Or the Attendance Tab
 - Select the desired student from the drop down in the upper left corner.
 - Then, click on the Report Absence button



Start Date: End Date (optional):

Step 3: A Report Absences box or screen will appear

- Select a start date of the absence. If the absence extends over multiple days, also include an end date.

Note*

Step 4: Note* - A brief note about the absence is required.
Example: student is home sick or student has an appointment

Select A Reason

Step 5: Select a reason - The only option available is PVUE Reported.

Add doctor's note or document

Step 6: Optional - You can attach a doctor's note or document to the absence.

Step 7: Save