

# Hillsboro School District

## ParentVUE Reporting Absences Parent Guide

Parents can submit current date and future absences for students using ParentVUE in the web portal and mobile application. **Only for recording full day absences.**

1. Log into ParentVUE, select your student if you have more than one student. Contact your school for an Activation Key if you haven't activated your ParentVUE account yet.
2. On the **Home** screen, select the **Report Absence** button to open the Report Absences screen, also on the **Attendance** screen.



3. Enter the **Start Date**.
  - a. Includes current day.
4. Select an **End Date**.
  - a. Can enter future days.
5. Select a reason for the absence.
6. Enter a **Note** (required).
7. Click **Add doctor's note or document**, if needed.
  - a. Select the file to upload. The uploaded file displays on the window with a delete option.
8. Click **Save**.

Report Absences - ✕

**i** Only full day absences can be submitted through this ParentVUE screen.  
Call the school attendance line to report less than full day absences.

In the Note field, enter student symptoms if the Illness absent reason was selected. Add additional details in the Note field for all other absent reason codes.

Start Date:  📅      End Date (optional):  📅      Select A Reason ▾

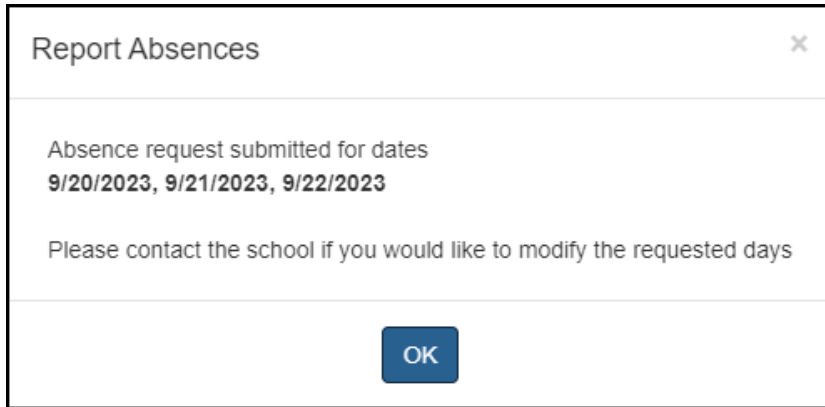
Note\*

Add doctor's note or document

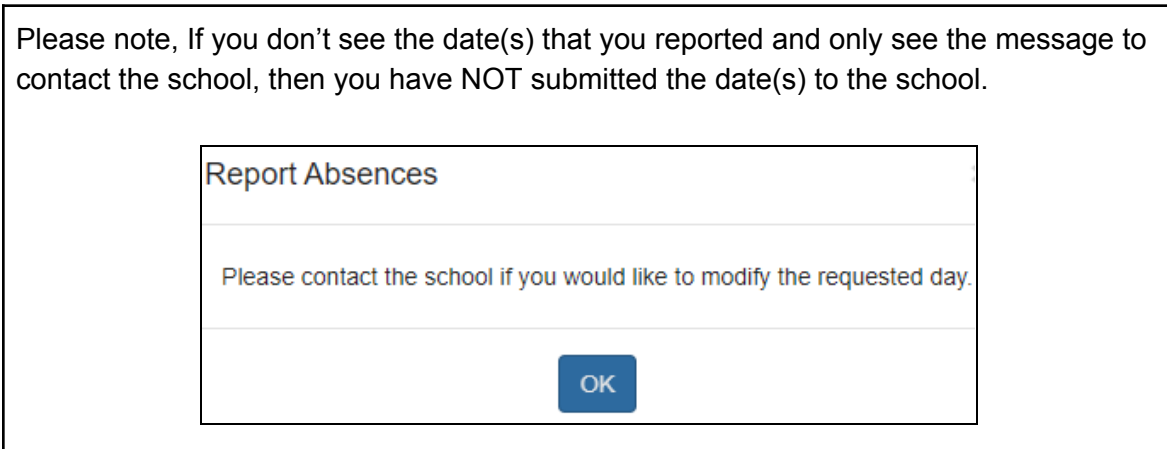
Save Close

# ParentVUE Reporting Absences

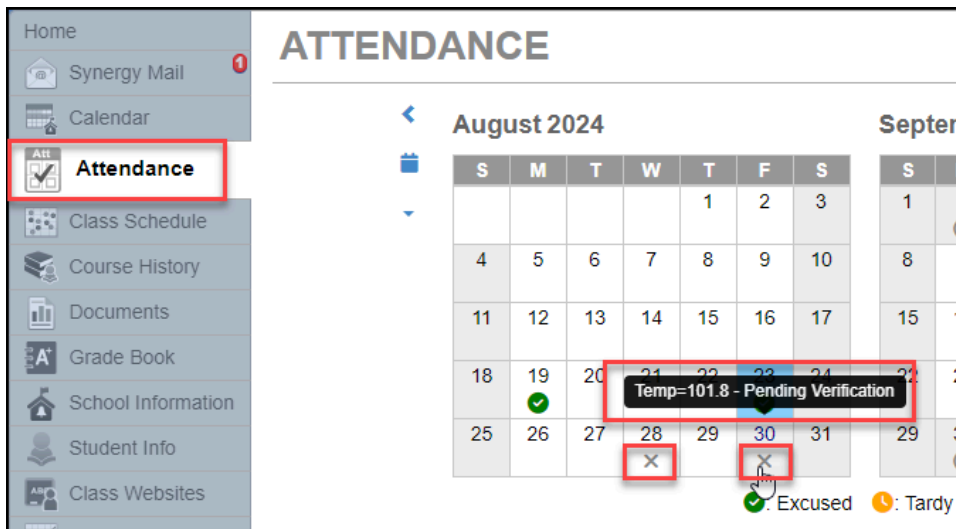
- Confirmation message appears listing the submitted dates with a message to contact the school if you would like to modify the requested days. Click **OK**.



Please note, If you don't see the date(s) that you reported and only see the message to contact the school, then you have NOT submitted the date(s) to the school.

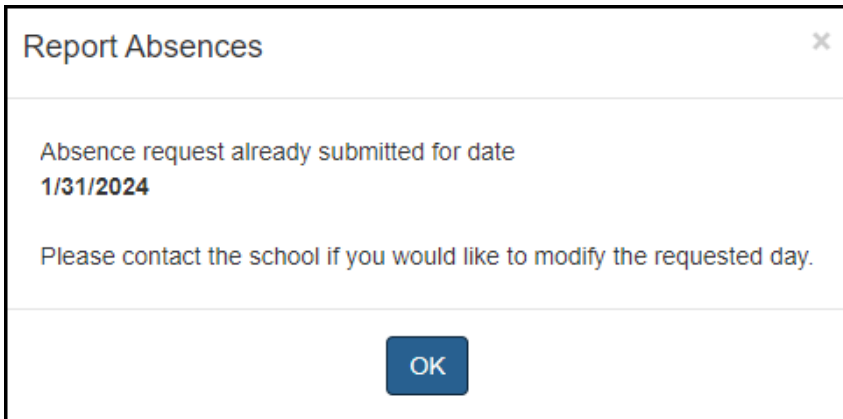


- You can check your submitted pending absences by selecting the Attendance tab, you will see a gray X on the date you have reported and when you hover over the X, it will show you your Note and that is pending.



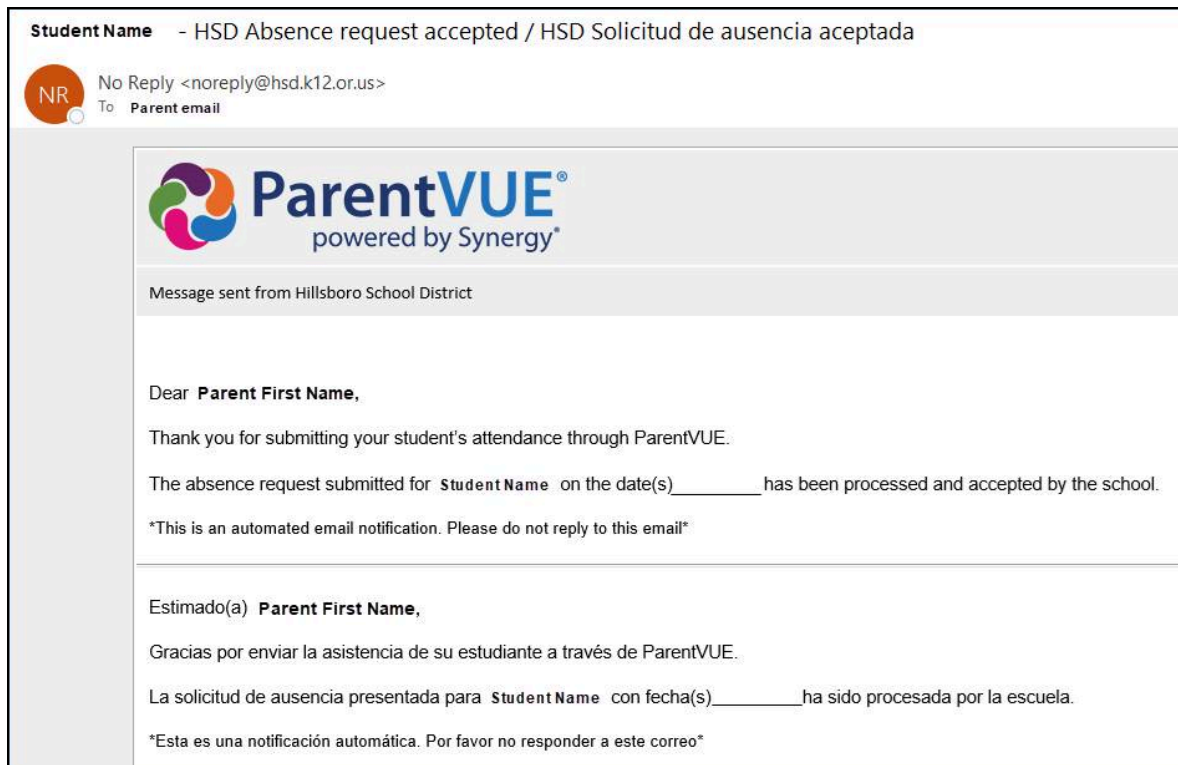
# ParentVUE Reporting Absences

11. The school will need to Accept the absences before they will be added to the Student's attendance record and ParentVUE attendance.
12. Once the attendance has been accepted by the school, you can't resubmit for the same date(s) that was previously submitted and accepted. You will see this message:



13. The Parent will receive an email letting them know if the submitted attendance was Accepted or Denied.


Sample Accepted Parent Email:






# ParentVUE Reporting Absences


Sample Denied Parent Email:

**Student Name** - HSD absence request denied / HSD Solicitud de ausencia rechazada

 No Reply <noreply@hsd.k12.or.us>  
To: **Parent email**

---



Message sent from Hillsboro School District

**Dear Parent First Name,**

Thank you for submitting your student's attendance through ParentVUE.

The absence request submitted for **Student Name** on the date(s) \_\_\_\_\_ has been denied. Please contact the school for further information.

\*This is an automated email notification. Please do not reply to this email\*

---

**Estimado(a) Parent First Name,**

Gracias por enviar la asistencia de su estudiante a través de ParentVUE.

La solicitud de ausencia presentada para **Student Name** con fecha(s) \_\_\_\_\_ ha sido rechazada. Por favor, póngase en contacto con la escuela para más información.

\*Esta es una notificación automática. Por favor no responder a este correo\*