



# Reviewing Attendance in ParentVUE

## ParentVUE Guides

### Higley Unified School District #60

## Overview

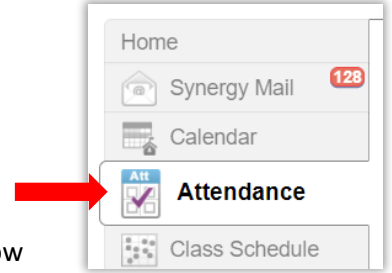
Parents can review their students' attendance using our online parent portal called ParentVUE.

## Reviewing Attendance

To view your student's attendance information, you can do so by logging onto your ParentVUE account by logging onto the ParentVUE app or by visiting <https://parentvue.husd.org/>. If you do not have access to ParentVUE, see the **Setting Up ParentVUE Account Guide**.

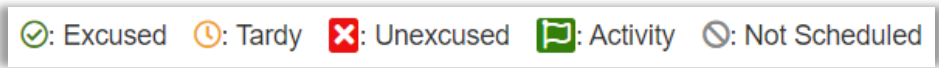
## Attendance Tab

Your student's attendance can be reviewed by clicking on the **Attendance** tab on your ParentVUE home screen.



On the top of the **Attendance** screen, there is a snapshot of three months with the current date highlighted in blue. You can scroll through the months by clicking on the arrow to the top left and top right of the months displayed.

Any attendance events entered for your student will be displayed on the date using the following icons:

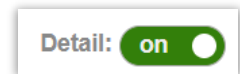


To view the attendance entry details, click on the icon on the date you'd like to review. An **Attendance Detail** section will open below the calendars. In this section, you can view all attendance information entered by the attendance specialist at your campus.

Date	Reason	Arrival Time	Depart Time	Rotation Day
01/11/2022	✔ Illness			A
Note per mom illness 1/11/2022 - 1/14/2022 7:42 / 1/10				

For Middle and High School students, two other sections will be available to view: **Totals by Course** and **Totals by Period**. These sections are populated with graphs showing specific attendance information.

At the very bottom of the **Attendance** screen, in the **Days of Attendance** section, all days with attendance events will be listed. If this is not showing, you toggle the **Detail** button to the right to "on".



Elementary schools will show and AM and PM attendance reason along with a note entered by the attendance specialist at your campus.

Date	Reason	Reason (PM)	Note
02/25/2022	✔ Illness	✔ Illness	Parent notified FO via email 2/25/22 @ 8:27 AM - Sick
02/24/2022	✘ Absent-Unexcused	✘ Absent-Unexcused	Parent notified of student absence via Auto Dialer @ 9:15 AM
02/23/2022	✘ Absent-Unexcused	✘ Absent-Unexcused	ERW: Parent notified of student absence via Auto Dialer @ 9:15 AM





# Reviewing Attendance in ParentVUE

## ParentVUE Guides

### Higley Unified School District #60

Middle School and High School students will show attendance by class period, details of the absence are not listed here but can be viewed by expanding the attendance detail above.

Date	All Day...	Periods						
		0	1	2	3	4	5	6
01/14/2022	✓		✓	✓	✓	✓	✓	✓
01/13/2022	✓		✓	✓	✓	✓	✓	✓

## Notes on Attendance

- The Arizona Department of Education defines an excused absence as:
  - Vacation
  - Bereavement
  - Medical appointment
  - Family Emergency
  - Illness
  - Religious Holiday
- Attendance can only be entered for the current day and up to 30 days in the future.
- Attendance can only be reported within 24 hours of the absence per Higley Unified School District’s Attendance Policy, any attendance submitted after that 24-hour period will be unexcused.
- Only a legal Parent/Guardian can report attendance, if attendance is reported by a non-Parent/Guardian, it will be unexcused.
- Attendance can also be reported by calling your schools Attendance Hotline, see your school’s webpage for more information.

