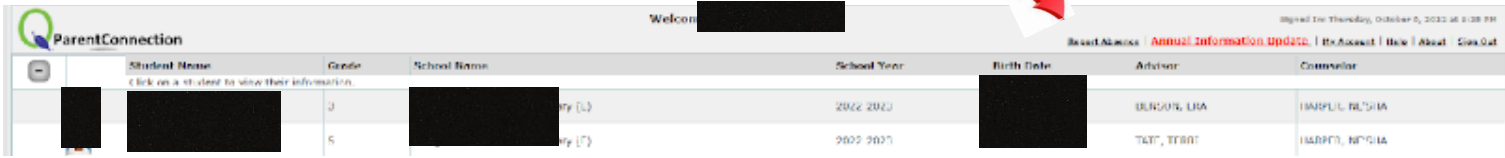


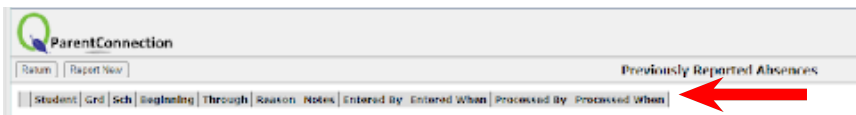
Parent directions for entering Parent Reported Absences

- Sign into your parent portal account
- **From your Computer:** Click Report Absence



- Fill out this page with the absence information

- When you click the "previously reported" button on the screen above you will see a list



DOWNLOAD OUR MOBILE APP!!

Did you know parents can access student information, report absences and complete back to school packets online via on our mobile app? The ParentConnection Mobile App is available for download on iPhone and Android devices. You can find these free mobile apps on the iTunes or Google Play store by searching "**Q Parent Connection**" (vendor name is Aequitas), or by scanning the appropriate QR Code below:

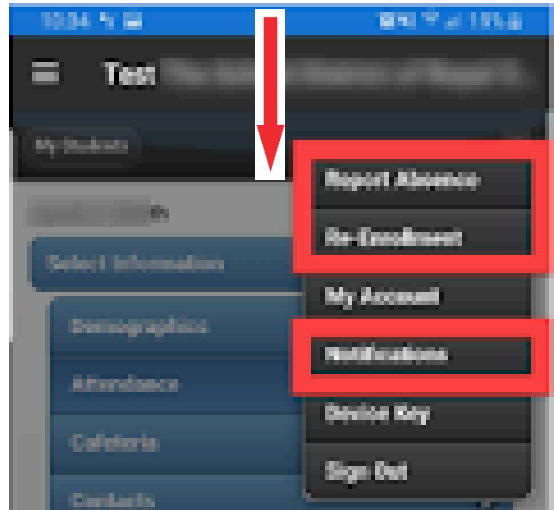
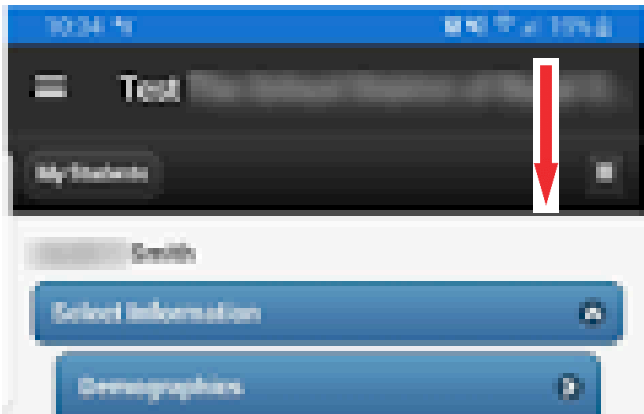


**DOWNLOAD THE APP TODAY
TO STAY CONNECTED TO
YOUR STUDENTS RECORDS
FROM YOUR PHONE**

Google Play Store

Apple Store

From the Mobile App: Click the 3 dashes → Then Choose Report Absence →



Fill out this page with the absence information

Check all students that you are reporting the absence for OR check the "All my students" box.

Check "All Day" if your student will be absent all day.

Choose the from and to dates of the absence.

Choose the reason from the drop-down box by clicking on the arrow. If you choose Other please type the reason in the notes.

- Attendance Reasons ↓
- Illness
 - Recovery from Accident/Injury
 - Professional Appointment
 - Transportation Issue
 - Religious Observation
 - Bereavement
 - Court Attendance
 - Other - (Enter Reason)

Add Notes if you would like (optional).