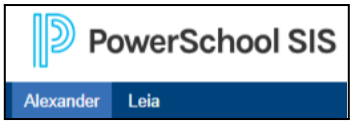
D128 PowerSchool:
Reporting Absences Online for Parents/Guardians

Link to video explanation of this process.
Link to written transcript of above video explanation of this process.

- **NOT available through the PowerSchool APP.**
  - Available through the PowerSchool public portal on a browser.
  - CAN be done from a phone through your **browser** app on the phone using the mobile-friendly version of the public portal.

- **Submit ONCE:** Attendance submitted online does NOT automatically post in PowerSchool, as it must still be processed by school staff first. Please do NOT resubmit if you don't see it on your child's attendance page immediately.

Just go to https://d128.powerschool.com/public/home.html as usual
and sign in to your parent/guardian PowerSchool account.



If you have multiple students in the district, make sure you **click on the name of the student who will be absent**.

Click on the **Attendance Monitor** button, located toward the bottom of the navigation bar on the left side of the screen.

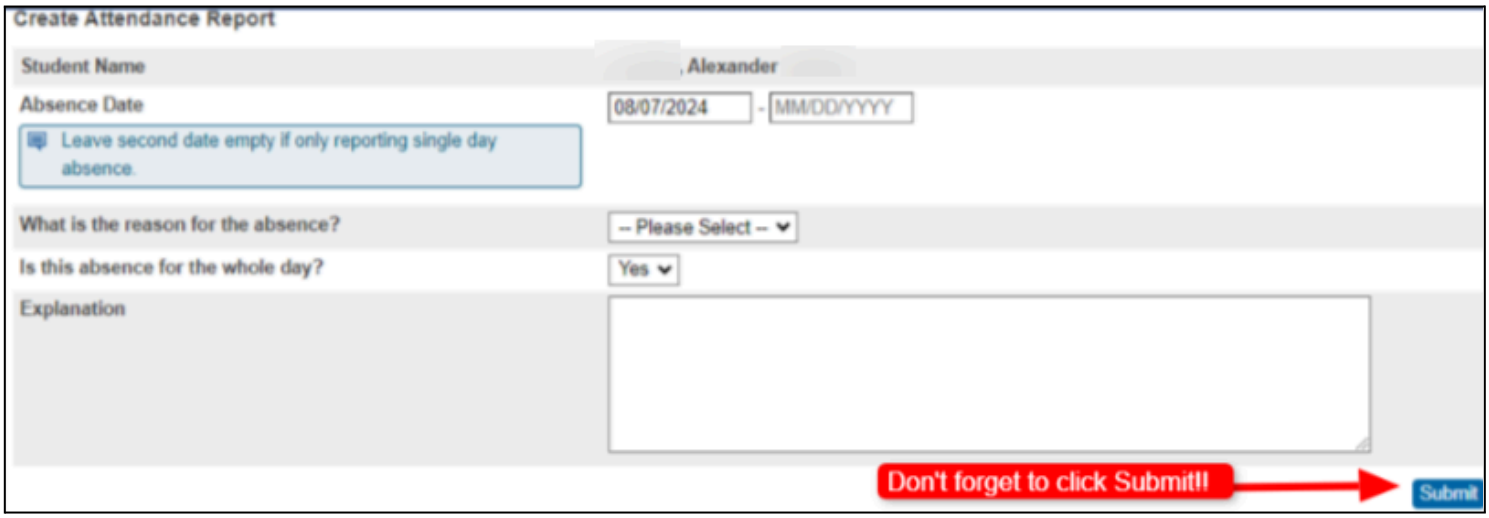
Click the **Report New Attendance** button.

Basic Steps:

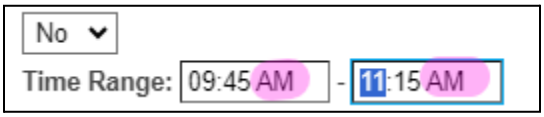
- **Student Name:** Make sure you are on the tab for the **correct** child, if you have more than one student attending school in D128.
- **Absence Date**: Can leave 2nd spot blank if student will only be absent one day.
- **Reason**: Select the closest *general* reason from the drop down list.
- **Whole Day?**
  - **Please Do NOT** leave Whole Day set to Yes if your student WILL be in school for part of the day
    - If your student will be out for *only* part of the day, change this to No.
    - Enter the time in and time out where indicated at that point. **Please pay careful attention to whether you are entering AM or PM!**
- **Explanation:** You do not need to go into detail, and **please** do not include personal information about the student. However, you cannot leave this field blank.
- **Submit!** (Don't skip this step, or the attendance will not be submitted!)

You must fill in **all** of the prompts on the screen that appears. The only exception is that you would leave the second date empty if you are only submitting a single day absence.

More Detailed Description of Steps, with Screenshots:



Note that if you indicate that the absence is NOT for the whole day, you will be prompted to enter the *time range* that you expect that your student will be absent during that date. Very Important: **Be sure to tab over to the AM or PM setting if you need to change that.**



Once everything is filled in, simply click the **Submit** button.

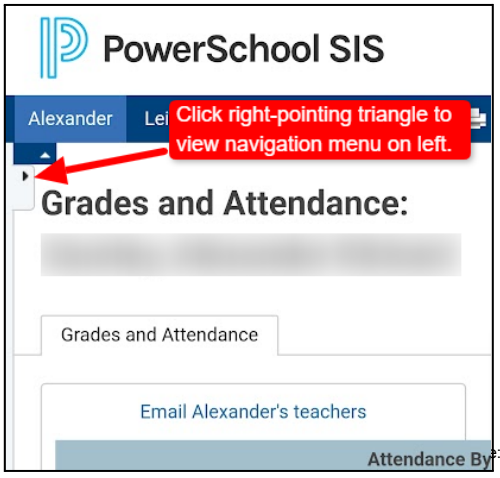
(If you forget to click the Submit button, the attendance will NOT be reported!)

Your student's absence has been reported and will be processed by the school! **You should also receive a confirmation email message at the email address connected to your portal login.**

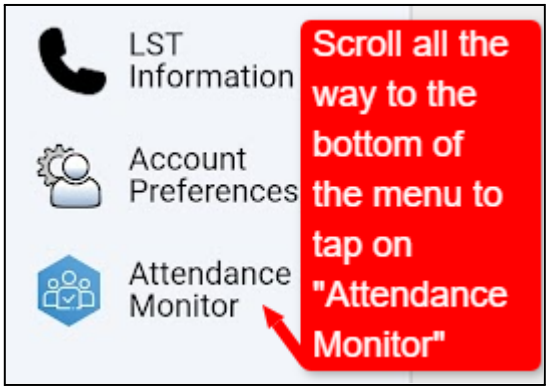
Whenever you are on this Report Attendance screen, you will also be able to see a list of any previously reported absences submitted through the portal. Note that you will NOT see any absences listed here that were reported by phone.

Mobile-friendly browser screenshots

Get the left navigation menu to show by tapping on the **right-pointing triangle** on the left under your student name(s)**:**



Scroll all the way to the bottom of the left navigation menu and tap on **Attendance Monitor**.



The remaining steps are the same as the Basic Steps discussed above in the document.