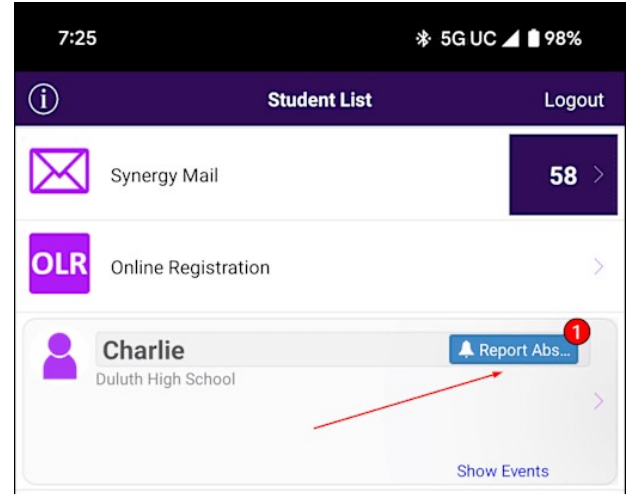


Submit Recent Attendance Notes

You can now submit information regarding recent absences, such as doctor's notes, in ParentVUE.

From the app home screen, students with recent absences will appear with a number above the **"Report Absence"** button. Notes should be submitted within seven days of an absence.



On the Report Absences screen, there will be a list of eligible recent absences.

1. First, **Select a Reason** for the absence (from Religious, Tardy, Excused Tardy, Unexcused Absence, and Excused Absence).
2. Tap on **"Add doctor's note or document"** to take or upload a picture of a supporting document if one is available.
3. Type a **Note** if there is additional information the school should know.
4. Click **Save** once you are done.

