

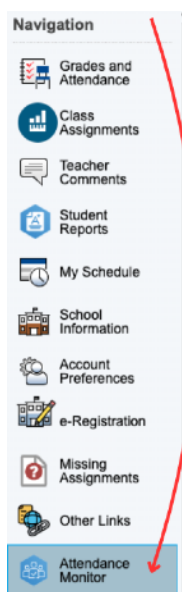
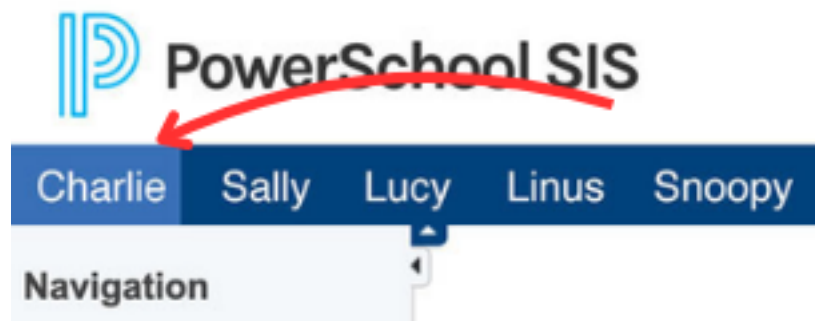
Attendance Monitor

Parent/Guardian Guide

Sign in to your PowerSchool Parent Portal account to record your child's absence! At this time, this is only available on the PowerSchool Parent web portal. It cannot be done on the PowerSchool app.

How to report a student absence

1. Sign in to the **Mesabi East PowerSchool Parent Portal** at <https://me.powerschool.com>. Click the **child's name** at the top of the screen.



2. Click the **Attendance Monitor** link in the **LEFT** Navigation sidebar to open the Attendance Monitor "Report Attendance" screen

3. Click the Report New Attendance button
 - Add the **Absence Date(s)**
 - Select the reason for the absence from the drop-down menu
 - Add the Explanation
 - Click the Submit button

Attendance Monitor

[Report Attendance](#) [Dashboard](#) [Notifications](#)

Create Attendance Report

Student Name	Bird, Linda		
Absence Date	09/10/2025	-	MM/DD/YYYY
<small>Leave second date empty if only reporting single day absence.</small>			
What is the reason for the absence?	College Visit		
Is this absence for the whole day?	Yes		
Explanation	<div>Touring UMD</div>		

Submit

4. Selecting "**No**" for a whole day absence will allow you to enter the times your child will be absent from school. Click the submit button when complete.

Attendance Monitor

[Report Attendance](#) [Dashboard](#) [Notifications](#)

Create Attendance Report

Student Name	Bird, Linda		
Absence Date	09/18/2025	-	MM/DD/YYYY
<small>Leave second date empty if only reporting single day absence.</small>			
What is the reason for the absence?	Doctors Appointment		
Is this absence for the whole day?	No		
	Time Range:	09:10 AM	- 12:30 PM
Explanation	<div>Medical appointment in Virginia.</div>		

Submit

5. ***Absences can be reported up to 30 days in the future, or modified up to 10 days in the past.***