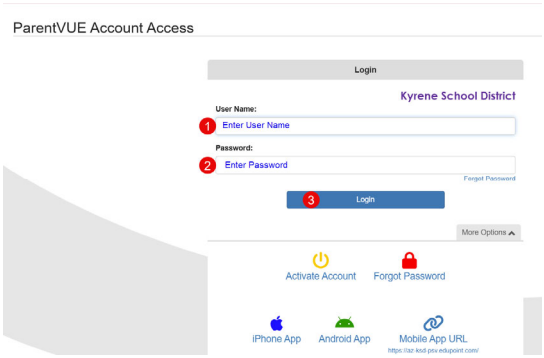
KyreneSchoolDistrict
Information Technology

HOW TO SUBMIT ABSENCES IN PARENTVUE

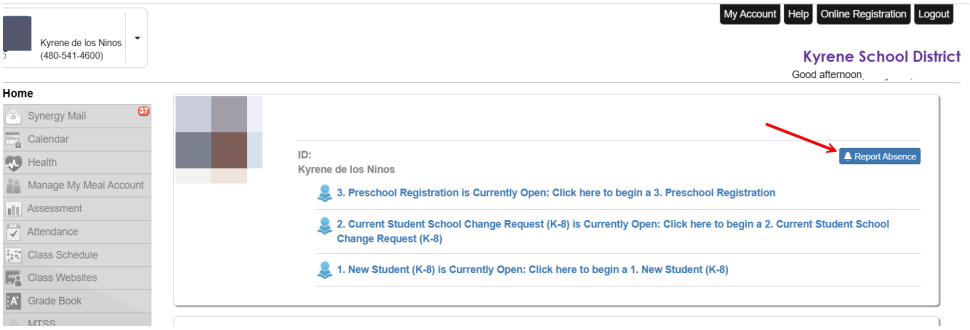
The following guide outlines the steps to submit or update absence information in ParentVUE.

Processing ParentVUE Submitted Attendance

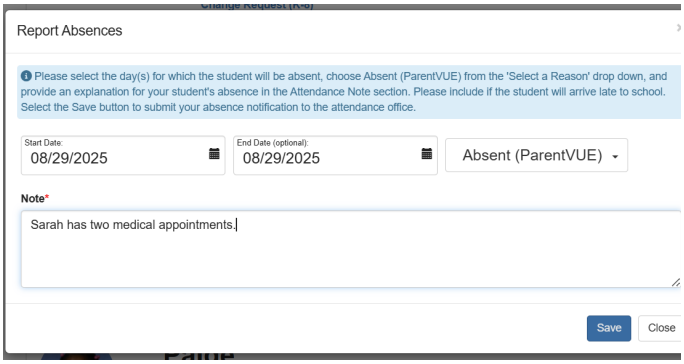
1. Log into ParentVUE.



2. Click the **Report Absence** button

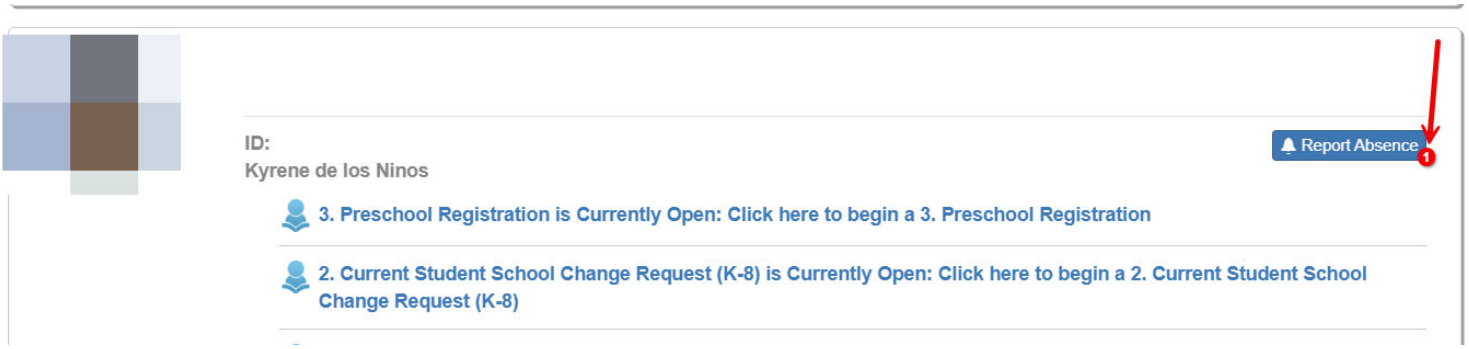
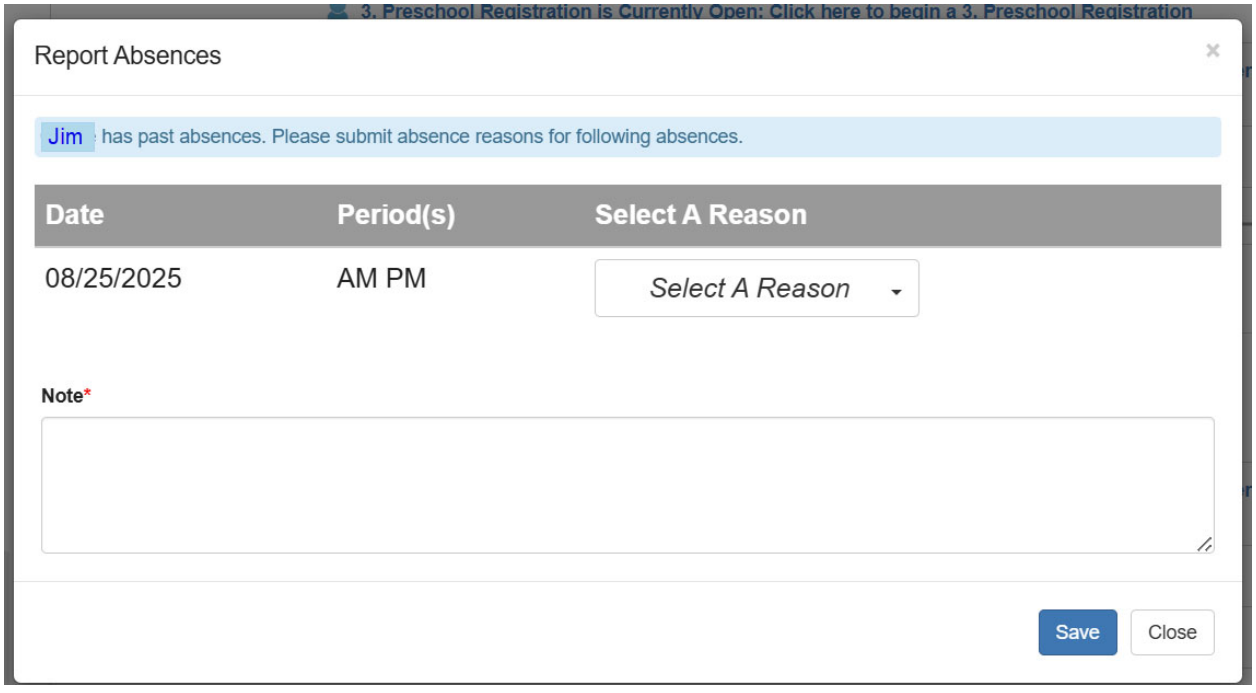


3. Enter **Absence Information**
   ***note, absences can be submitted up to 5 days in advance**
   - **Begin Date** = the first day of the absence
   - **End Date** = the last day of the absence
   - **Reason** = select **Absent (ParentVUE)**
   - **Note –** Provide a reason for the absence
   - **Save –** Click **Save** to submit to the attendance office



If you forgot to report your student's absence in the last **2 days**, you will be prompted to enter that information so that the attendance office can properly record the reason for his/her absence.

1. When additional information is needed for your student's absence, a number will appear next to the **Report Absence** button**.**



2. Click **Report Absence** to provide required information.
   - The date of the absence will display, select **Absent (ParentVUE)** as the reason
   - Provide reason for the absence in the **Note*** section
   - Click **Save** to submit to the attendance office