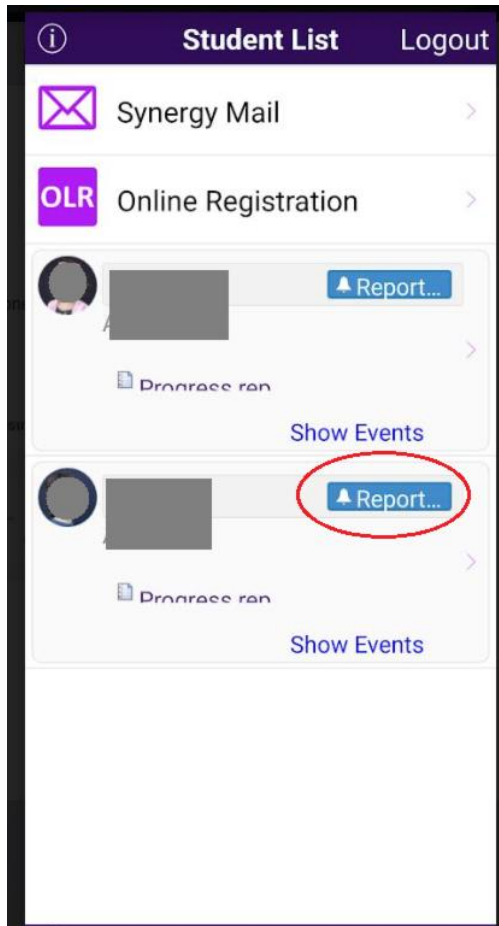


If enabled by the school, parents are able to report future absences. Depending on school settings, these absences may be automatically accepted or may be submitted for review. This solution article guides parents on how to enter/report future excused absences for their students using the ParentVUE module. Once reported or submitted, their students will be marked with an excused absence either full day or for specific periods depending on the type of absence selected.

Reference: [PPS Attendance Handbook 2026-27](#)

Submitting attendance using a mobile device

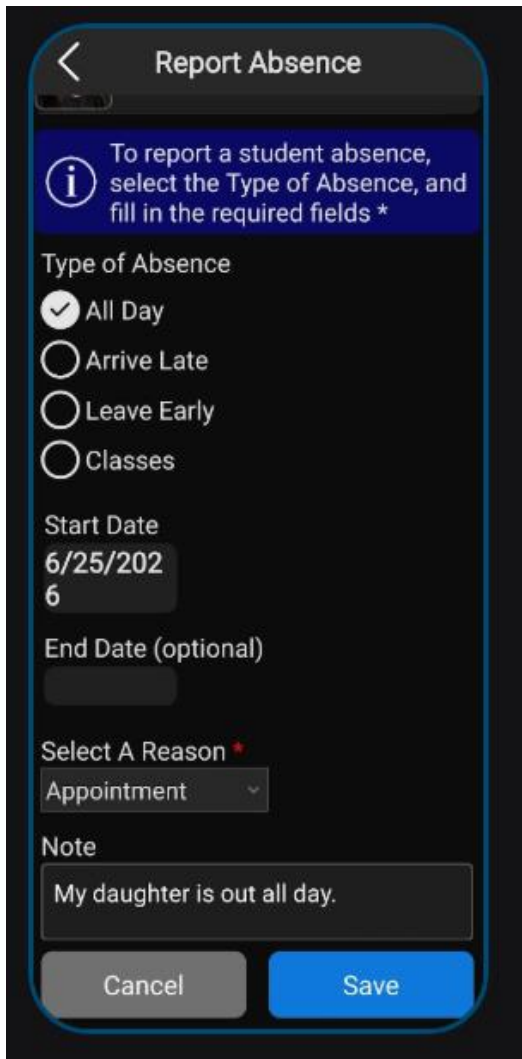
- Log into ParentVUE app using your username and password
- Click the **Report Absences** button to submit an excused absence



- Select the **Type of Absence**:

All Day - The student is absent for all class periods

- Enter the **Start** and **End** date (optional) your child will be absent
- Select a **Reason** for the absence
- Enter a **Note**, if needed
- Click **Save** and attendance is submitted and accepted automatically



The screenshot shows a mobile application interface for reporting an absence. At the top, there is a back arrow and the title "Report Absence". Below this is an information icon and a message: "To report a student absence, select the Type of Absence, and fill in the required fields *". The form contains several sections: "Type of Absence" with four radio button options ("All Day", "Arrive Late", "Leave Early", "Classes"), where "All Day" is selected; "Start Date" with a date picker showing "6/25/202" and a time picker showing "6"; "End Date (optional)" with an empty date picker; "Select A Reason" with a dropdown menu showing "Appointment"; and a "Note" text area containing the text "My daughter is out all day." At the bottom, there are two buttons: "Cancel" and "Save".

Arrive Late - The student is absent for all class periods occurring on or before the selected arrival time

- Select the **Start date**
- Enter the **Arrival Time**
- Select A **Reason**
- Enter a **Note (optional)**
- Click **Save**

The screenshot shows a mobile application interface for reporting a student's absence. At the top, there is a back arrow and the title "Report Absence". Below the title, there is a light blue informational banner with an information icon and the text: "To report a student absence, select the Type of Absence, and fill in the required fields *". The main form area has a light gray background and contains the following fields:

- Type of Absence:** A section with four radio button options: "All Day", "Arrive Late" (which is selected with a checkmark), "Leave Early", and "Classes".
- Start Date:** A date input field showing "8/27/2026".
- Arrival Time *:** A time input field showing "10:47 AM".
- Select A Reason *:** A dropdown menu currently showing "Appointment".
- Note:** A text input field containing the text "My kid is coming to school from a doctor's appointment."

At the bottom of the form, there are two buttons: a gray "Cancel" button and a blue "Save" button.

Leave Early - The student is absent for all class periods occurring on or after the departure time

- Select the **Start date**
- Enter the **Departure Time**
- Select A **Reason**
- Enter a **Note (optional)**
- Click **Save**

 **Report Absence**
LINCOLN T.H.S.

 To report a student absence, select the Type of Absence, and fill in the required fields *

Type of Absence

- ☐ All Day
- ☐ Arrive Late
- ☒ Leave Early
- ☐ Classes

Start Date
8/27/2026

Departure Time *
10:51 AM

Select A Reason *
Appointment ▾

Note
My kid has a doctor-s appointment in the afternoon. |

Cancel

Save

Classes - The student is absent for all selected class periods

- Select the **Start Date**
- Select by clicking the **class period/s** the student will be absent
- Select a **Reason**
- Enter a **Note** (optional)
- Click **Save**

< Report Absence

☐ Leave Early

☒ Classes

Start Date
8/27/2026

Select classes student will miss
Lincoln H.S.

☐ 8:30 AM - 10:02 AM (Period 01)
10011 English 1 - 10011-1

☐ 10:09 AM - 11:45 AM (Period 02)
20311 Algebra 1 - 20311-1

☒ 12:23 PM - 1:55 PM (Period 03)
1251B1 Arabic 3 - 1251B1-1

☒ 2:02 PM - 3:34 PM (Period 04)
1149EP1 Beginning Audio Engineering - 1149EP1-1

Select A Reason *
Appointment

Note
My kid has a doctor-s appointment in the afternoon.

Cancel Save

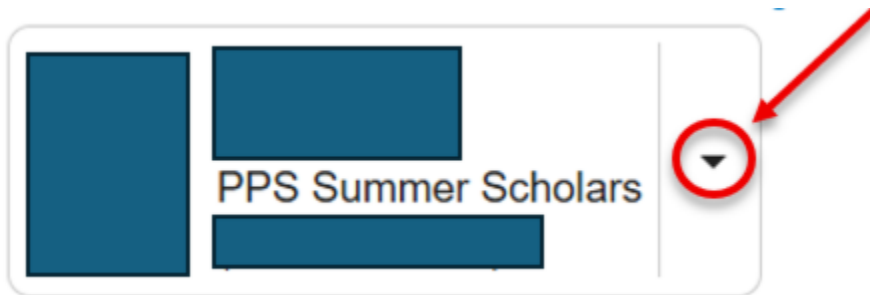
NOTE: Once submitted, the student will be marked with an excused absence either full day or for specific periods depending on the type of absence selected.

Submitting attendance using a desktop or laptop

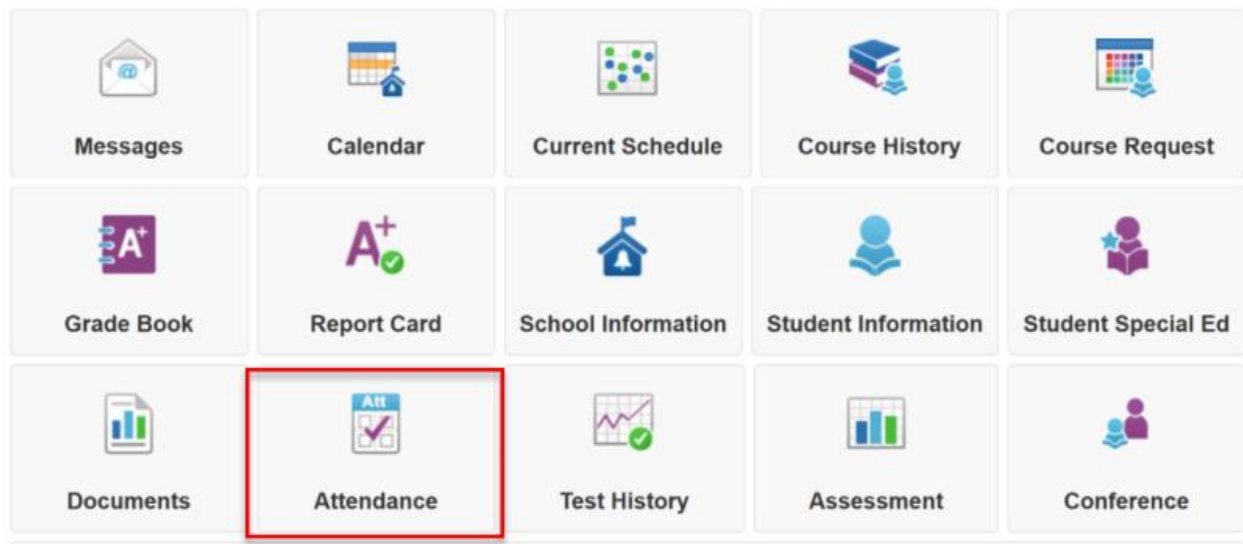
- Log into ParentVUE (***parentvue.pps.net***) using your username and password

NOTE: If you do not have a ParentVUE account, contact your student's school office staff to obtain a unique activation key code before proceeding with [ParentVUE Guide for Parents](#)

- For parents with several students, select the student (top left) that you will be reporting attendance by clicking on the down arrow (skip this if you only have access to one student)



- Click on the **Attendance** tile



- Click on the **Report Absence** icon

My Account

Help

Online Registration/Yearly Verification/Transfer Application

Close

Portland Public Schools

Good morning, 8/29/2023

 Report Absence

- A new pop-up screen appears. Select the **Type of Absence**

All Day - The student is absent for all class periods

Arrive Late - The student is absent for all class periods occurring on or before the selected arrival time

Leave Early - The student is absent for all class periods occurring on or after the departure time

Classes - The student is absent for all selected class periods

To report a student absence, select the Type of Absence, and fill in the required fields *

Type of Absence:

☒ All Day

☐ Arrive Late

☐ Leave Early

☐ Classes

- Enter the **Start Date** when reporting attendance. The default date is today's date
NOTE: If your student will only be gone for one day, do not enter date in the *End Date* field

Start Date:
08/22/2022

End Date (optional):

Select A Reason

- If your student will be out for more than one day, enter the **End Date**

Start Date: 08/22/2022  End Date (optional):  **Select A Reason** ▼

- Select the appropriate **Reason** under the drop-down selection

Select A Reason ▼

- Appointment
- College Visitation
- Family Emergency
- Funeral
- Illness
- Mental Health Day
- Vacation

Save

- Enter a **Note** to explain why your student will be out (optional)
- Click **Save**

 Please select the day(s) for which the student will be absent, enter a reason for the absence, then click submit.

Start Date: 09/20/2022  End Date (optional):  **Illness** ▼

Note

Johnny is not feeling well today and will not be going to school|

Save Close

- A pop-up notification that your request has been submitted for the date you have requested will appear. You cannot make any edits once you have submitted your request. If changes need to be made, contact your school office staff

Report Absences

Absence request submitted for date
8/30/2022

Please contact the school if you would like to modify the requested day.

OK

NOTE: Once submitted, the student will be marked with an excused absence either full day or for specific periods depending on the type of absence selected.