

## Student Absence Reporting for 2026–2027 via PowerSchool

ASH is introducing a self-reporting system for student absences. Parents will be able to record both full-day and partial-day absences directly in PowerSchool. This is the only way for reporting standard absences.

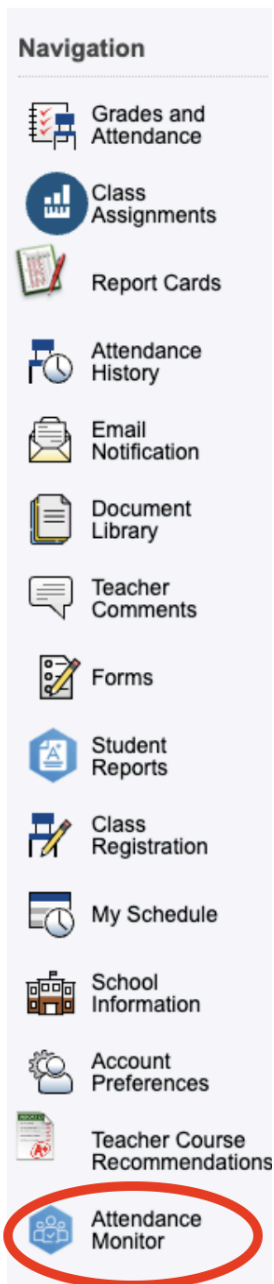
This new absence reporting process will take effect on **Wednesday, August 19, 2026**. Please follow the instructions below to report your child's absence.

1. Log in to **PowerSchool**.
2. Select the student you are reporting by clicking their name in the top blue bar.
3. From the menu on the left, select **Attendance Monitor**.
4. Click the blue **Report New Attendance** button. This will open the **Create Attendance Report** page.
5. On the **Create Attendance Report** page:
  - Select the date of the absence.
  - Indicate whether the absence is for a **full day** or **partial day**.
    - If partial day, please list the expected departure and return times.
  - Choose the reason for the absence from the drop-down menu.
  - If necessary, please feel free to add additional details in the explanation field.
6. Click **Submit** to send the attendance report. You will hear from the Central Office within 48 hours to confirm that the absence has been approved.

If you have any questions or need help logging into PowerSchool please contact [powerschool@ash.nl](mailto:powerschool@ash.nl).

If you have any absence-related questions, please contact [attendance@ash.nl](mailto:attendance@ash.nl).

1. Navigate to the Attendance Monitor



2. Complete this short form and submit it

#### Attendance Monitor

Report Attendance

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Create Attendance Report

Student Name

Absence Date  -

Is this absence for the whole day? ☐ Full Day ☒ Partial Day

Time Range of Student Absence:  -

What is the reason for the absence?

Explanation

3. Once submitted, you will see all your submissions listed for review.