

SUBMIT AN ABSENCE NOTE - PARENTSQUARE

Parents and Guardians can view Attendance Notices on the app or website and send notes to the school. This feature is only available only if your school has enabled Attendance Notes.

To submit an attendance note, parents must use the app or the link provided in the text or email notification. Parents cannot reply to a text or an email attendance notification to excuse their child.



Attendance Notice

8 minutes ago • Lincoln Elementary School

Jacob was absent from school today, June 5th. To discuss this notice, call 805-423-6455.

 [Send Note to School](#)

- 1 Click **Send Note to School**.

11:27

 More Notices 

Attendance Notices

Attendance notices are shown for the last three weeks.

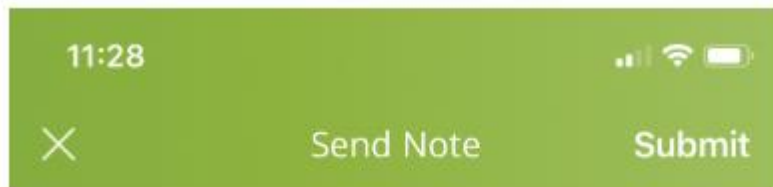
Jacob SanchezToday

Jacob was absent from school on Monday, June 3rd.

To discuss this absence, call [\(805\) 423-6455](tel:8054236455).

 [Send Note to School](#)

- 2 Enter the reason for the absence and click **Submit**.

A screenshot of a mobile application interface. At the top, a green status bar displays the time '11:28' and icons for cellular signal, Wi-Fi, and battery. Below this is a white header bar with a close button (an 'X' icon) on the left, the text 'Send Note' in the center, and a 'Submit' button on the right.

11:28

×

Send Note

Submit

Enter reason for absence below

Jacob is sick. He has a bad cold and cannot stop sneezing! Better to keep him away from other kids at school!

- 3 The note will be sent immediately to the school's attendance office.