

Absences and Permission(s) to Leave (PTL) Procedures

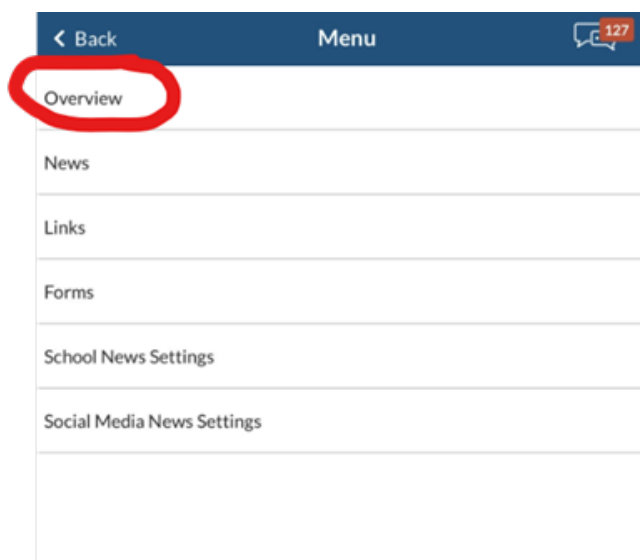
August 2026 Update

All absence requests and early dismissals will be through Focus as of Monday 8/17/26.

The directions are below for the county app and for browser use. See the steps and screen shots below. Please reach out to your alpha clerk if you have any questions.

From the Pinellas County Mobile App

1. Log into your parent portal app
2. You can access your student by swiping left or going to the menu and selecting the menu item entitled overview.



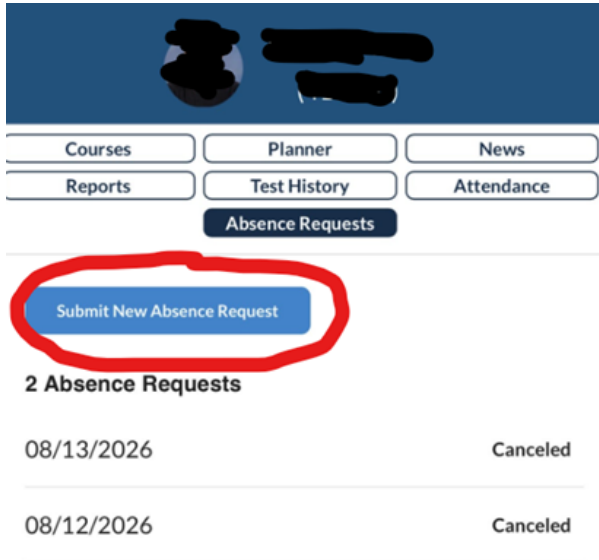
3. In the overview section, you will find your student. You can click on the blue more icon, located next to the student whom you want to request an absence. It will then direct you to a menu of options above their name. You then click the Submit Absence icon.



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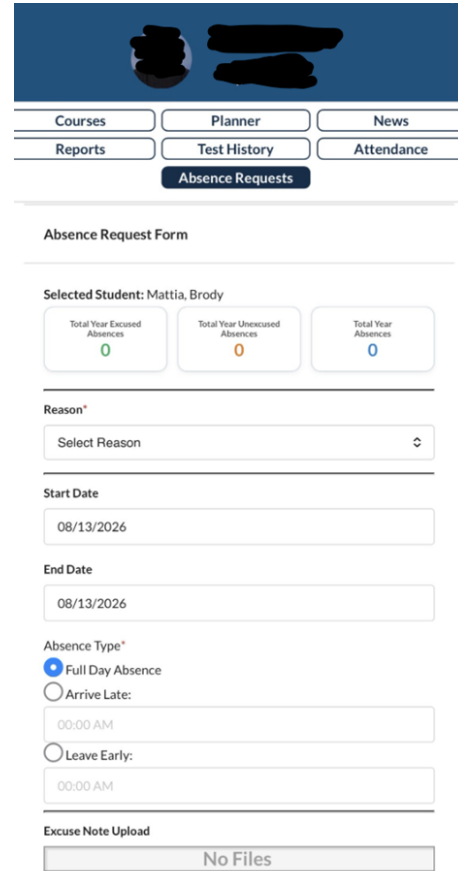
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4. Once you are on that screen, you click the blue submit student absence icon.



The screenshot shows the parent focus account dashboard. At the top, there is a navigation bar with buttons for Courses, Planner, News, Reports, Test History, and Attendance. Below this, there is a button labeled 'Absence Requests'. A red circle highlights the 'Submit New Absence Request' button. Below the button, there is a section titled '2 Absence Requests' with a table showing two requests, both dated 08/13/2026 and 08/12/2026, both marked as 'Canceled'.

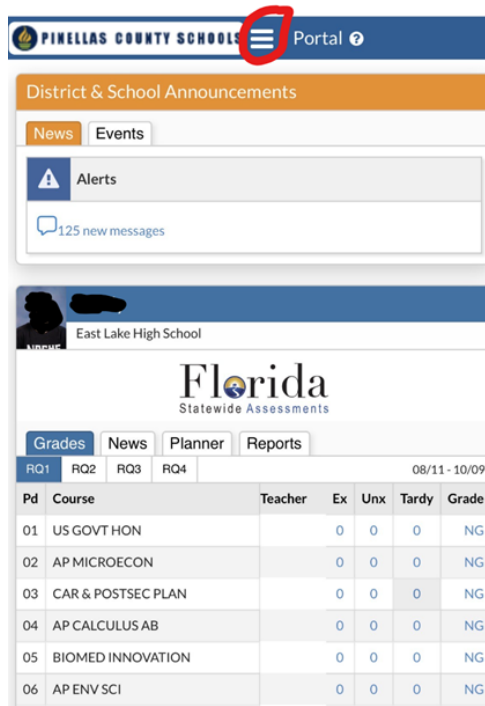
5. This will direct you to the submit absence form.



The screenshot shows the 'Absence Request Form' for student Mattia, Brody. The form includes fields for 'Total Year Excused Absences' (0), 'Total Year Unexcused Absences' (0), and 'Total Year Absences' (0). There is a 'Reason*' dropdown menu with 'Select Reason' as the current selection. Below this, there are fields for 'Start Date' (08/13/2026) and 'End Date' (08/13/2026). The 'Absence Type*' section has three options: 'Full Day Absence' (selected), 'Arrive Late:', and 'Leave Early:'. The 'Arrive Late:' and 'Leave Early:' options have time input fields set to 00:00 AM. At the bottom, there is an 'Excuse Note Upload' section with a 'No Files' button.

For your Device or Mobile browser Instructions

1. Log into parent focus account
Click the 3 lines at the top to locate the name/names of your students

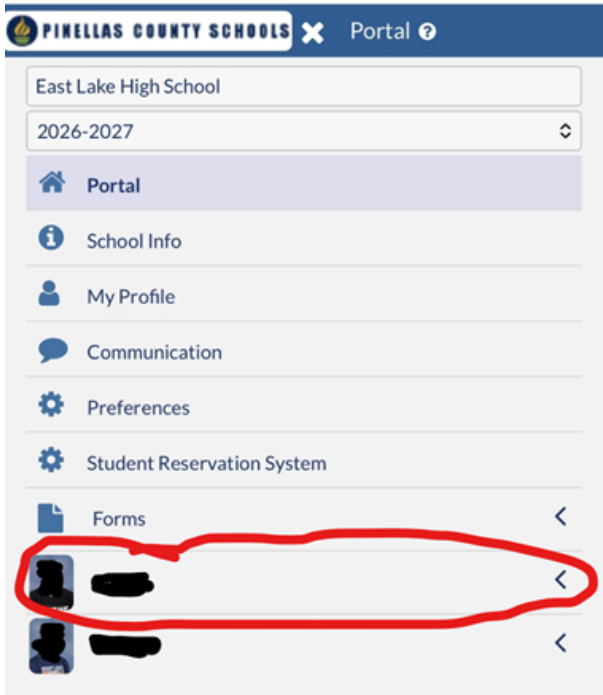


The screenshot shows the Pinellas County Schools Portal. At the top, there is a navigation bar with the Pinellas County Schools logo and a 'Portal' link. Below this, there is a section titled 'District & School Announcements' with tabs for 'News' and 'Events'. Below the announcements, there is an 'Alerts' section with a message icon and the text '125 new messages'. Below the alerts, there is a section titled 'Florida Statewide Assessments' with a header for 'East Lake High School'. The section includes a table with columns for 'Pd', 'Course', 'Teacher', 'Ex', 'Unx', 'Tardy', and 'Grade'. The table shows data for six courses: US GOVT HON, AP MICROECON, CAR & POSTSEC PLAN, AP CALCULUS AB, BIOMED INNOVATION, and AP ENV SCI. The 'Ex' and 'Unx' columns show 0 for all courses, and the 'Tardy' column shows 0 for all courses. The 'Grade' column shows 'NG' for all courses.

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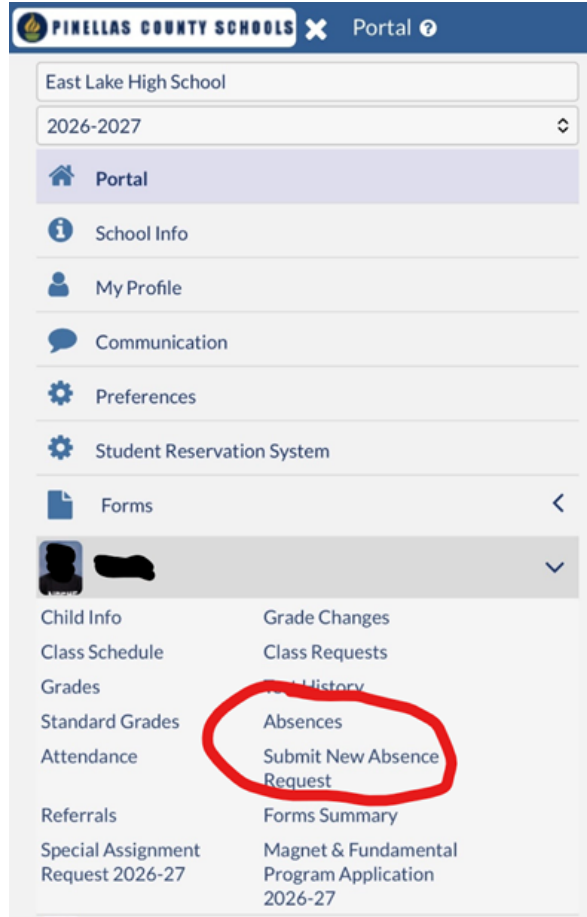
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2. Click on the name of the student you wish to submit an absence or permit to leave early request for



The screenshot shows the Pinellas County Schools Portal interface. At the top, there is a header with the school name 'East Lake High School' and the year '2026-2027'. Below the header is a sidebar menu with options: Portal, School Info, My Profile, Communication, Preferences, Student Reservation System, and Forms. The 'Forms' option is highlighted with a red circle. Below the sidebar, there is a list of student names, each with a small profile picture and a redacted name. The first student's name is also highlighted with a red circle.

3. From the drop down menu select submit student absence

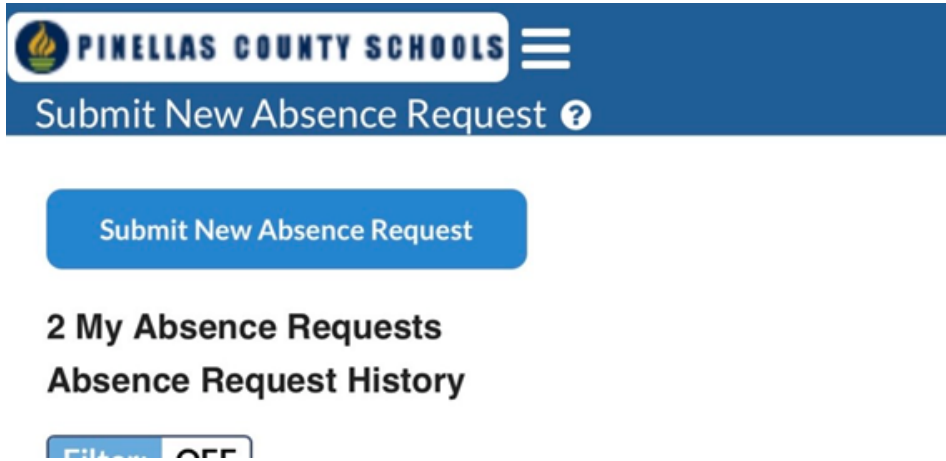


The screenshot shows the Pinellas County Schools Portal interface. At the top, there is a header with the school name 'East Lake High School' and the year '2026-2027'. Below the header is a sidebar menu with options: Portal, School Info, My Profile, Communication, Preferences, Student Reservation System, and Forms. The 'Forms' option is highlighted with a red circle. Below the sidebar, there is a list of student names, each with a small profile picture and a redacted name. The first student's name is also highlighted with a red circle. Below the student list, there is a dropdown menu with options: Child Info, Class Schedule, Grades, Standard Grades, Attendance, Referrals, Special Assignment Request 2026-27, Grade Changes, Class Requests, Request History, Absences, Submit New Absence Request, Forms Summary, and Magnet & Fundamental Program Application 2026-27. The 'Submit New Absence Request' option is highlighted with a red circle.

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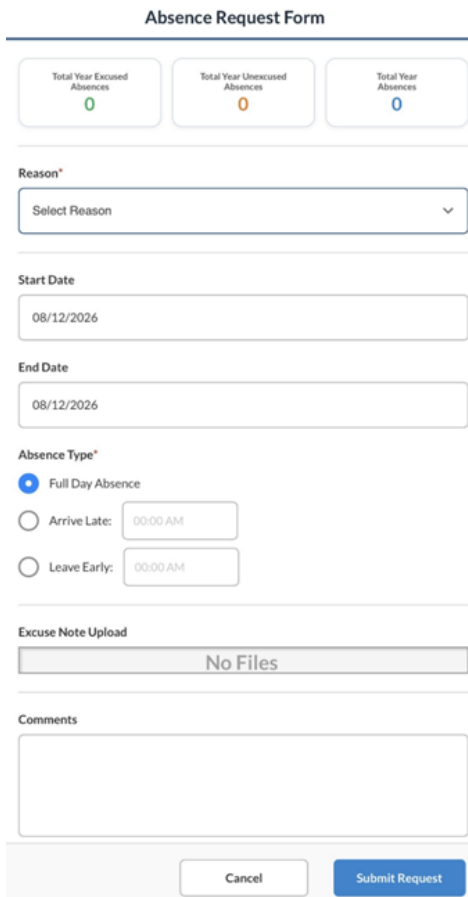
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4. Click on the blue tab to submit the absence



The screenshot shows the top navigation bar of the Pinellas County Schools website with the logo and a hamburger menu icon. Below the navigation bar is a blue button labeled "Submit New Absence Request" with a question mark icon. Underneath the button, the text "2 My Absence Requests" and "Absence Request History" is displayed. At the bottom, there are two tabs: "Filter" and "OFF", with "Filter" being the active tab.

5. It will then provide the form to provide the details of the absence that you want to request.



The screenshot shows the "Absence Request Form" with the following fields and options:

- Total Year Excused Absences:** 0
- Total Year Unexcused Absences:** 0
- Total Year Absences:** 0
- Reason*:** A dropdown menu with "Select Reason" and a downward arrow.
- Start Date:** A date input field with "08/12/2026".
- End Date:** A date input field with "08/12/2026".
- Absence Type*:**
 - ☒ Full Day Absence
 - ☐ Arrive Late: 00:00 AM
 - ☐ Leave Early: 00:00 AM
- Excuse Note Upload:** A file upload area with "No Files".
- Comments:** A text area for additional comments.
- Buttons:** "Cancel" and "Submit Request".