

Submitting Attendance in ParentVUE

ParentVUE Guides

Higley Unified School District #60

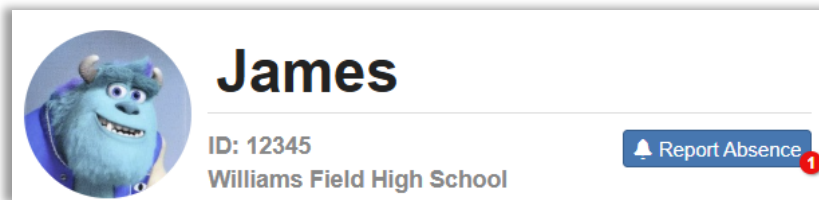
Overview

Parents have the ability to report attendance through ParentVUE for the current day, future date or a past absence that falls within the 24 hour absence reporting window.

Reporting Attendance through ParentVUE

When you log onto ParentVUE, you will see the **Report Absence** button next to the student's name. If you have multiple students, there will be a box next to each student.

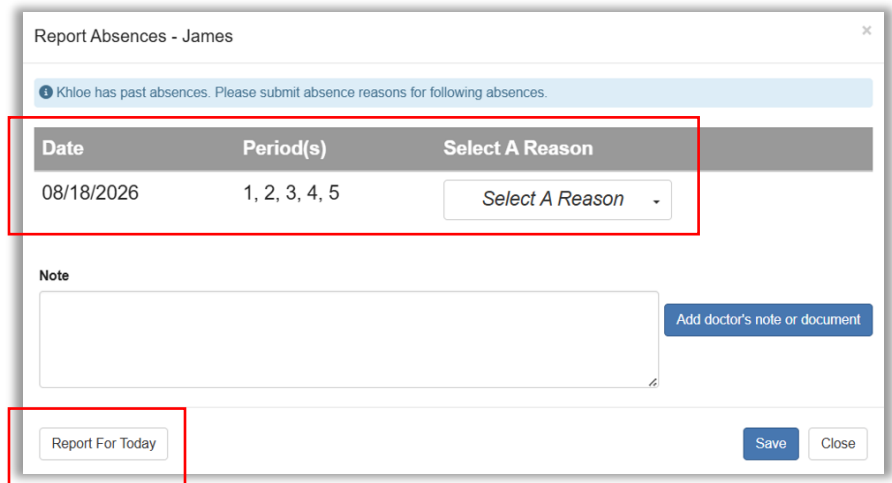
An absence that has been recorded by the school but has not been excused by the parent will be indicated by a red number.



Click on the **Report Absence** button, to open the Report Absences window.

If your student has an unexcused absence that falls within the 24 hour reporting window, the Report Absences window will show two options.

- The first option is to submit a reason for the existing absence.

Date	Period(s)	Select A Reason
08/18/2026	1, 2, 3, 4, 5	Select A Reason

Note

Report For Today

Save Close

- The second option is to Report an absence for today (or a future date).



If your student does not have an existing unexcused absence, the Report Absences screen will only show the option to report an absence for Today or a future date.

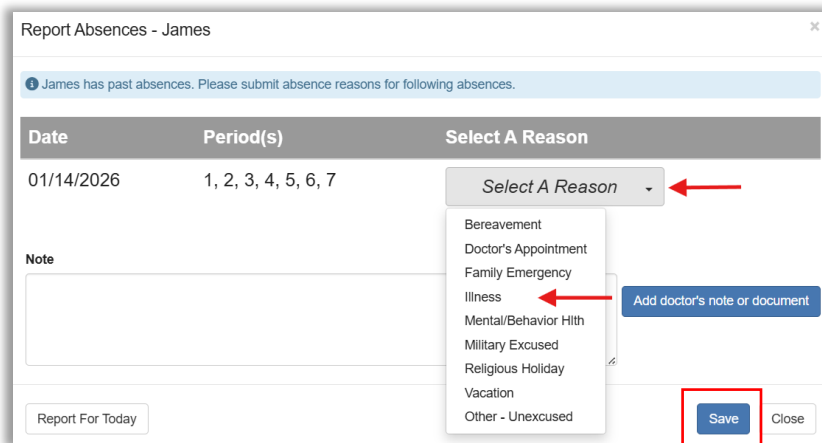
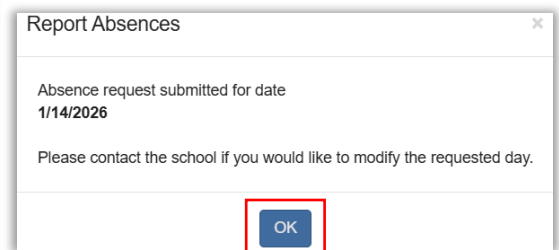
Submitting Attendance in ParentVUE

ParentVUE Guides

Higley Unified School District #60

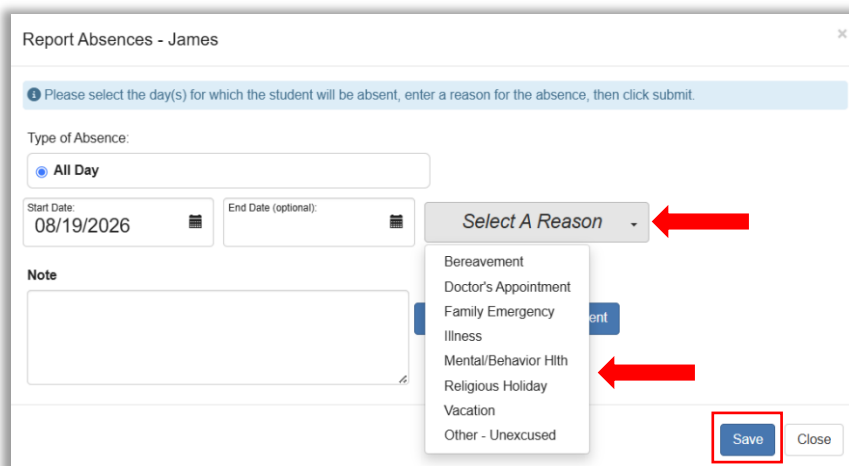
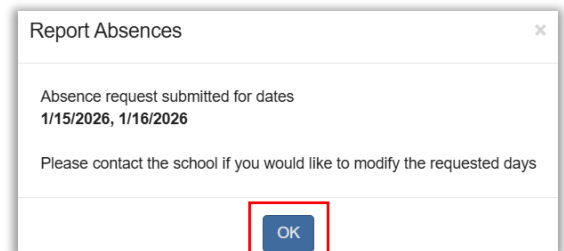
Submitting a reason for an unexcused absence:

- Use the **Select A Reason** drop down menu to select the reason for the absence.
- You have the option to enter a note or upload documents.
- Click **Save**.
- A pop up window will appear confirming your submission.

Report an absence for today and/or a future date:

- **All Day** is checked by default
- **Start Date** – Today's date will be pre-populated in the **Start Date** field. If you are entering an absence for a future date, click this box to enter or select a different start date.
- **End Date** – This field is optional and not required. If you know the absence will span over multiple days (ie, a planned vacation), enter an end date.
- **Select A Reason** – Select the reason for the absence from the drop-down menu.
- You have the option to enter a note or upload documents.
- **SAVE**
- A pop up window will appear confirming your submission.




Submitting Attendance in ParentVUE

ParentVUE Guides

Higley Unified School District #60

Notes on Attendance

- The Arizona Department of Education defines an excused absence as:
 - Vacation
 - Bereavement
 - Medical appointment
 - Family Emergency
 - Illness
 - Religious Holiday
- Attendance can only be entered for the current day and up to 30 days in the future.
- Attendance can only be reported within 24 hours of the absence per Higley Unified School District's Attendance Policy, any attendance submitted after that 24-hour period will be unexcused.
- Only a legal Parent/Guardian can report attendance, if attendance is reported by a non-Parent/Guardian, it will be unexcused.

