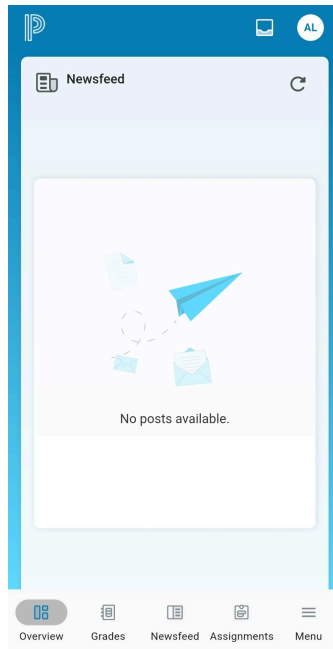
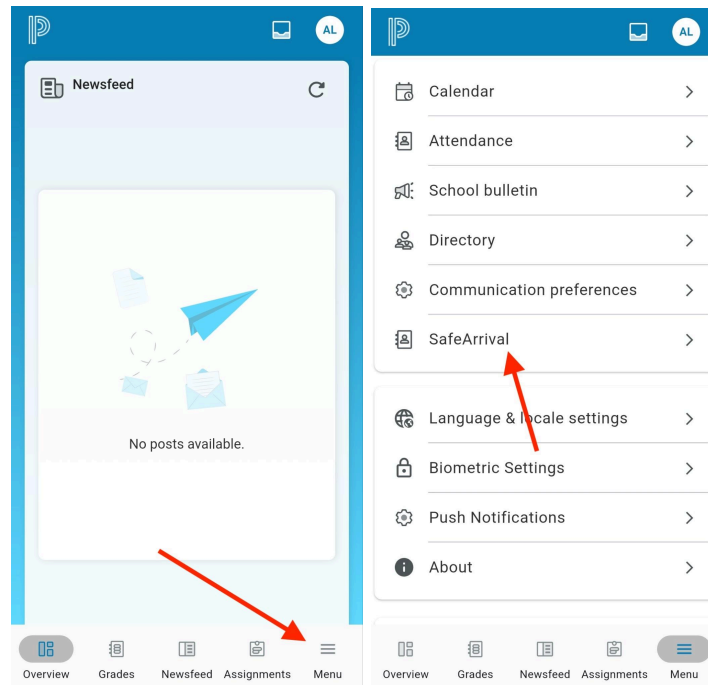


How to submit student absences via the PowerSchool App

Step 1: Open the app. *If you do not have an account you can [go here](#) to see information about signing up. The PowerSchool app can be downloaded from the Apple App Store or Google Play Store.*



Step 2: From the main screen click on Menu and select SafeArrival.



Step 3: Click on report absence. *You also have the option to create a PIN. Guardians can create a PIN to prevent students from entering absences.*

The left screenshot shows the 'SafeArrival attendance' screen. At the top, there's a header with a 'p' logo and a user icon. Below the header, there's a 'SafeArrival attendance' title. Underneath, there are two buttons: 'PIN settings' (with a gear icon) and '+ Report absence' (in blue). A message box says 'There are no absences reported.' At the bottom, there's a navigation bar with icons for Overview, Grades, Newsfeed, Assignments, and Menu.

The right screenshot shows the 'SafeArrival PIN settings' modal. It has a title bar with a close button. The text explains that guardians can update the PIN, which is required for phone reporting. It includes a 'PIN status' dropdown menu set to 'Disabled' and a 'Your 4-digit PIN' input field with a toggle for visibility. At the bottom, there are 'Cancel' and 'Save' buttons.

Step 4: Select the Type of Absence, Reason and Date. You can also scroll down and upload any attachments such as a doctor's note and add comments if needed. **NOTE: You may only select up to five consecutive days with online reporting.** Click Save when done.

The left screenshot shows the 'Report absence' form. It has a title bar with a close button. The form includes fields for 'Type of absence' (with a 'required' label and a 'Select value' dropdown), 'Reason' (with a 'required' label and a 'Select value' dropdown), 'Date' (with a 'required' label and a date picker), and a 'Comment' text area. At the bottom, there are 'Cancel' and 'Save' buttons. Red arrows point to the 'Type of absence', 'Reason', and 'Date' fields.

The right screenshot shows the 'Report absence' form with the 'Type of absence' set to 'Illness or Injury', the 'Date' set to '8/25/2026', and the 'Add file' button highlighted with a red arrow. The 'Save' button is also highlighted with a red arrow. The form includes a 'Comment' text area and a character count 'Characters: 0/220'.