

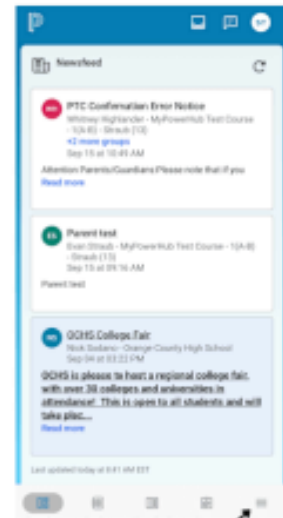
Creating an Absence in PowerSchool using your Mobile App

Step 1



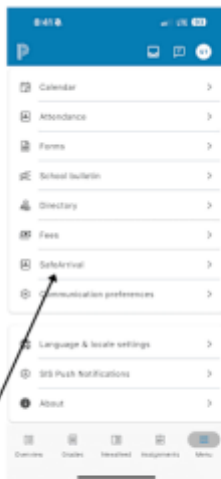
Open your PowerSchool Mobile App on your Android or Apple device

Step 2



Select the menu option at the lower right corner of the screen.

Step 3



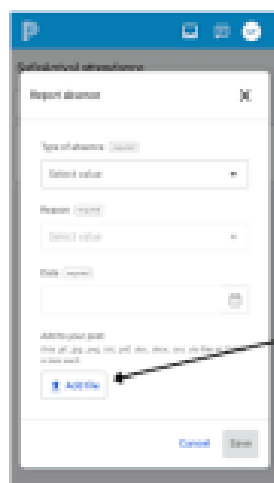
Select "SafeArrival" from the option list.

Step 4



Select "Report absence" at top of the screen.

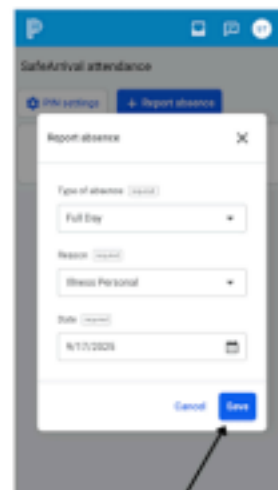
Step 5

A screenshot of the 'Report absence' form in the SafeArrival app. The form has a title bar with a close button (X). Below the title bar, there are three dropdown menus: 'Type of absence' (with a 'Select value' placeholder), 'Reason' (with a 'Select value' placeholder), and 'Date' (with a 'Select value' placeholder). Below these is a text input field for 'Additional post' with a placeholder 'Write all you need, we will also show you the first 100 characters'. At the bottom of the form are three buttons: 'Add file' (with a plus icon), 'Cancel', and 'Save'.

If you have a doctor's note, you can upload it to your child's absence.

Enter your child's absence type, reason, and date.

Step 6

A screenshot of the 'Report absence' form in the SafeArrival app. The form is filled out with 'Full Day' selected for 'Type of absence', 'Illness Personal' selected for 'Reason', and '6/17/2020' selected for 'Date'. The 'Additional post' field is empty. At the bottom are 'Cancel' and 'Save' buttons. An arrow points from the 'Save' button to the text 'Select "Save"'.

Select "Save"

Step 7

A screenshot of the 'SafeArrival attendance' screen in the app. At the top, there are 'PM settings' and 'Report absence' buttons. Below, a card shows 'Sep 17' and 'Full Day Illness Personal'. To the right of the card is an 'Edit' button. An arrow points from the 'Edit' button to the text 'Select "Edit" if you need to edit or delete the absence.'.

Once you have saved the absence, you will receive a confirmation post along with an email regarding the absence.

Select "Edit" if you need to edit or delete the absence.

If you receive a doctor's note after the absence has been created, then you can edit the absence and add it at a later date.