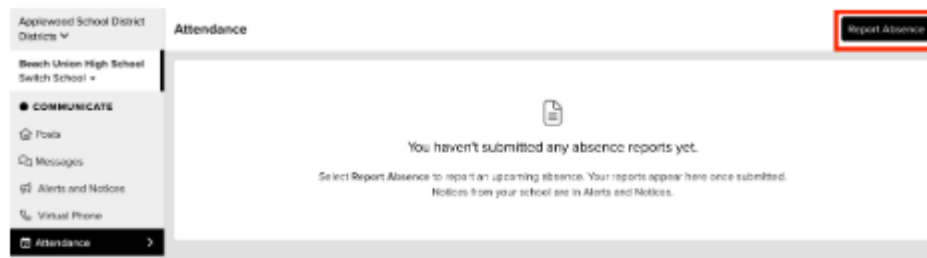


REPORT AN UPCOMING ABSENCE – PARENTSQUARE

Report an absence from the web browser

- 1 From **Home**, click **Attendance** under **Communicate**. *Note: If you do not see Attendance, your school has not enabled this feature. Reach out to your school to learn more.*
- 2 Click **Report Absence** in the top right.



- 3 Add **Student**: select student(s) from the dropdown.
- 4 **Duration of absence**: select Full day, Partial day, or Multiple days.
- 5 **Date of absence**: select a date.
- 6 **Reason for absence**: select reason from the dropdown.
- 7 (Optional) Add a **Message**.
- 8 (Optional) Add **Attachments**. *Note: Up to three files can be added.*
- 9 Click **Submit**.

A screenshot of the 'Absence report' form. The form has a title bar with a close button. It contains several sections: 'Student' with a dropdown menu; 'Duration of absence' with three radio button options: 'Full day', 'Partial day', and 'Multiple days'; 'Date of absence' with a date picker showing 'mm/dd/yyyy'; 'Reason for absence' with a dropdown menu; 'Message (Optional)' with a text area; and 'Attachments (Optional)' with a dashed box containing an upload icon and the text 'Choose a file or drag it here'. Below the attachments section, it lists accepted file types: '.png, .jpg, .heic, .heif, .pdf, .doc, .docx up to 20 MB (3 files max)'. At the bottom right are 'Cancel' and 'Submit' buttons.

Report an absence from the app

- 1 Tap **Attendance** in the bottom navigation. *Note: If you do not see Attendance in your app you may have an old version of the app. Update your app and check again.*
- 2 Tap **+** at the top.
- 3 Tap **Student** and select the student(s) who will be absent.
- 4 Tap **Duration**, select **Full day**, **Partial day**, or **Multiple days**, and tap **Done**.
- 5 Tap **Date** of absence, select the dates, and tap **Done**.
- 6 Tap **Reason**, select reason from the menu, and tap **Done**.
- 7 (Optional) Add a **Message**.
- 8 (Optional) Tap **Add attachments** to upload an attachment. *Note: Up to three files can be added.*

Add attachments to reported absences from the web

- 1 From **Home**, click **Attendance** under **Communicate**.
- 2 Click the title of the reported absence, and click **Add attachment**.
- 3 Choose a file or drag and drop the file to upload it to the reported absence.
- 4 (Optional) Click **Add more** to add additional files.

Health appointment
scheduling a doctor's appointment
Ivan Crist • Wed, Jul 29 2026 from 8:00 AM - 12:00 PM



Reported by
Noelle Crist

Attachments

 Add attachment

Add attachments to reported absences from the app

- 1 Tap **Attendance** in the bottom navigation.
- 2 Tap the reported absence.
- 3 Tap **Add attachment**.
- 4 (Optional) Tap **Add more** to add additional images.
- 5 Tap **Resubmit absence report**.

A success message will populate to let you know the absence has been resubmitted, tap **Return to home**.