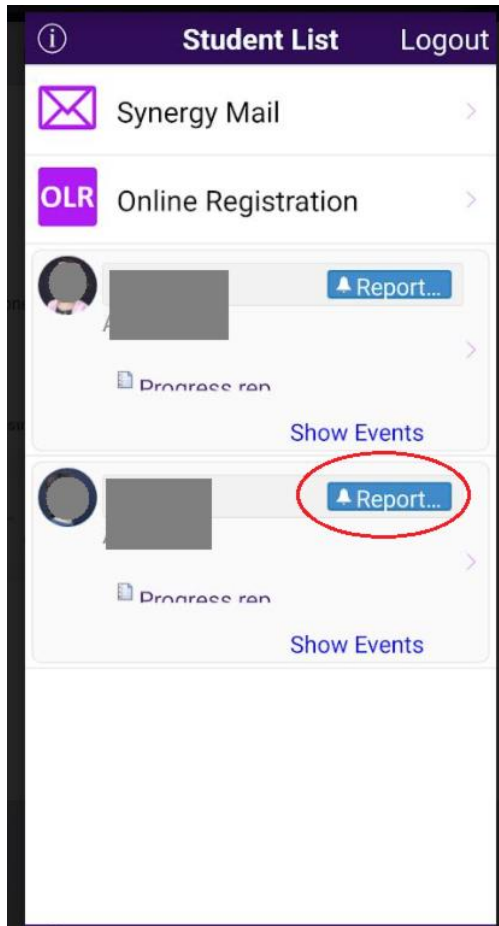


If enabled by the school, parents are able to report future absences. Depending on school settings, these absences may be automatically accepted or may be submitted for review. This solution article guides parents on how to enter/report future excused absences for their students using the ParentVUE module. Once reported or submitted, their students will be marked with an excused absence either full day or for specific periods depending on the type of absence selected.

Reference: [PPS Attendance Handbook 2026-27](#)

Submitting attendance using a mobile device

- Log into ParentVUE app using your username and password
- Click the **Report Absences** button to submit an excused absence



- Select the Type of Absence:

All Day - The student is absent for all class periods

Arrive Late - The student is absent for all class periods occurring on or before the selected arrival time

Leave Early - The student is absent for all class periods occurring on or after the departure time

Classes - The student is absent for all selected class periods

The screenshot shows a mobile application interface for reporting a student absence. At the top, a blue header bar contains an information icon and the text: "To report a student absence, select the Type of Absence, and fill in the required fields *". Below this, the "Type of Absence" section has four radio button options: "All Day" (which is selected with a checkmark), "Arrive Late", "Leave Early", and "Classes". The "Start Date" section shows a date picker with "6/25/202" and a time picker with "6". The "End Date (optional)" section has an empty date picker. The "Select A Reason *" section features a dropdown menu with the text "Select A Reason" and a downward arrow. Below this is a "Note" section with a text input field. At the bottom, there are two buttons: a grey "Cancel" button and a blue "Save" button.

To report a student absence, select the Type of Absence, and fill in the required fields *

Type of Absence

☒ All Day

☐ Arrive Late

☐ Leave Early

☐ Classes

Start Date

6/25/202

6

End Date (optional)

Select A Reason *

Select A Reason

Note

Cancel Save

- Enter the **Start** and **End** date your child will be absent
- Select a **Reason** for the absence
- Enter a **Note**, if needed
- Click **Save** and attendance is submitted and accepted automatically

The screenshot shows a mobile application interface titled "Report Absence". At the top, there is a back arrow and the title. Below the title is a blue informational banner with a white 'i' icon and the text: "To report a student absence, select the Type of Absence, and fill in the required fields *". The main form area has a dark background. It starts with the label "Type of Absence" followed by four radio button options: "All Day" (which is selected with a white checkmark), "Arrive Late", "Leave Early", and "Classes". Below these are two date input fields: "Start Date" with the value "6/25/2026" and "End Date (optional)" which is empty. Next is a "Select A Reason" dropdown menu with a red asterisk, currently showing "Appointment". Below that is a "Note" text area containing the text "My daughter is out all day.". At the bottom of the form are two buttons: a grey "Cancel" button and a blue "Save" button.

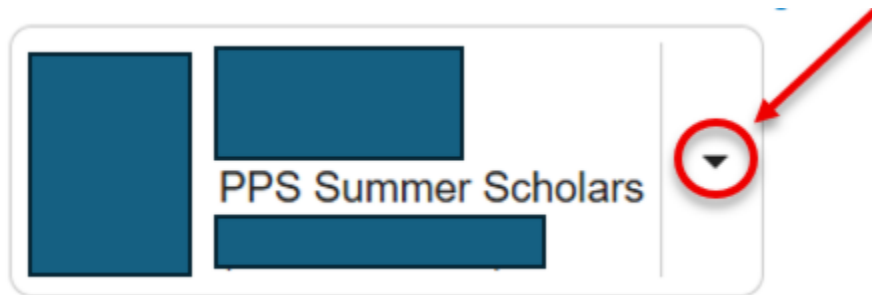
NOTE: Once submitted, the student will be marked with an excused absence either full day or for specific periods depending on the type of absence selected.

Submitting attendance using a desktop or laptop

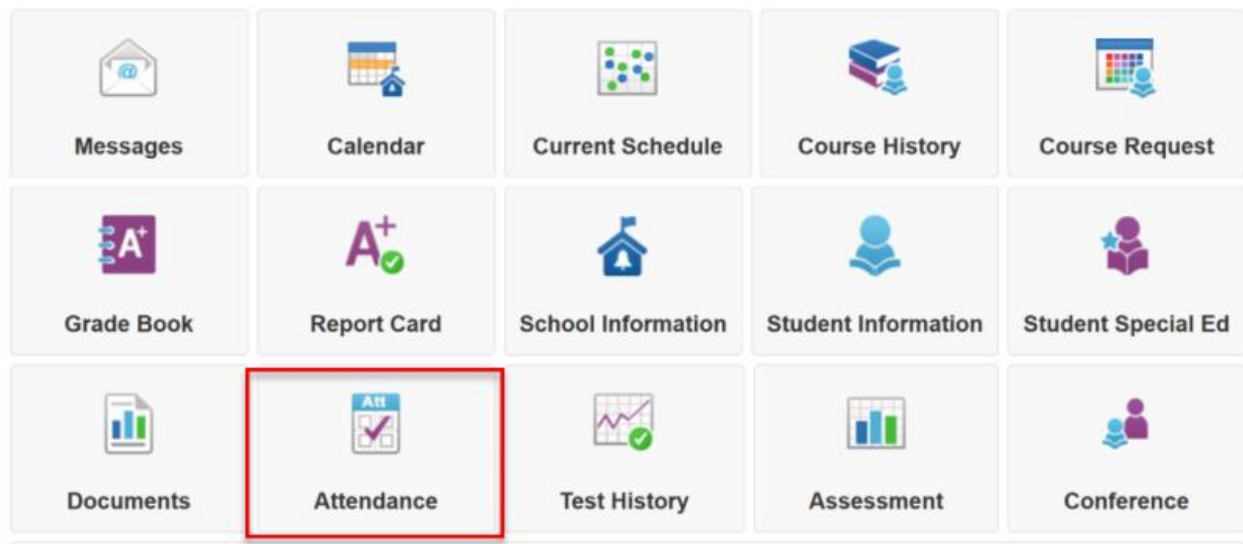
- Log into ParentVUE (***parentvue.pps.net***) using your username and password

NOTE: If you do not have a ParentVUE account, contact your student's school office staff to obtain a unique activation key code before proceeding with [ParentVUE Guide for Parents](#)

- For parents with several students, select the student (top left) that you will be reporting attendance by clicking on the down arrow (skip this if you only have access to one student)



- Click on the **Attendance** tile



- Click on the **Report Absence** icon

My Account

Help

Online Registration/Yearly Verification/Transfer Application

Close

Portland Public Schools

Good morning, 8/29/2023

 Report Absence

- A new pop-up screen appears. Select the **Type of Absence**

All Day - The student is absent for all class periods

Arrive Late - The student is absent for all class periods occurring on or before the selected arrival time

Leave Early - The student is absent for all class periods occurring on or after the departure time

Classes - The student is absent for all selected class periods

To report a student absence, select the Type of Absence, and fill in the required fields *

Type of Absence:

☒ All Day

☐ Arrive Late

☐ Leave Early

☐ Classes

- Enter the **Start Date** when reporting attendance. The default date is today's date
NOTE: If your student will only be gone for one day, do not enter date in the *End Date* field

Start Date:

08/22/2022



End Date (optional):



Select A Reason

- If your student will be out for more than one day, enter the **End Date**

Start Date: 08/22/2022  End Date (optional):  **Select A Reason** ▼

- Select the appropriate **Reason** under the drop-down selection

Select A Reason ▼

- Appointment
- College Visitation
- Family Emergency
- Funeral
- Illness
- Mental Health Day
- Vacation

Save

- Enter a **Note** to explain why your student will be out (optional)
- Click **Save**

 Please select the day(s) for which the student will be absent, enter a reason for the absence, then click submit.

Start Date: 09/20/2022  End Date (optional):  **Illness** ▼

Note

Johnny is not feeling well today and will not be going to school|

Save Close

- A pop-up notification that your request has been submitted for the date you have requested will appear. You cannot make any edits once you have submitted your request. If changes need to be made, contact your school office staff

Report Absences

Absence request submitted for date
8/30/2022

Please contact the school if you would like to modify the requested day.

OK

NOTE: Once submitted, the student will be marked with an excused absence either full day or for specific periods depending on the type of absence selected.