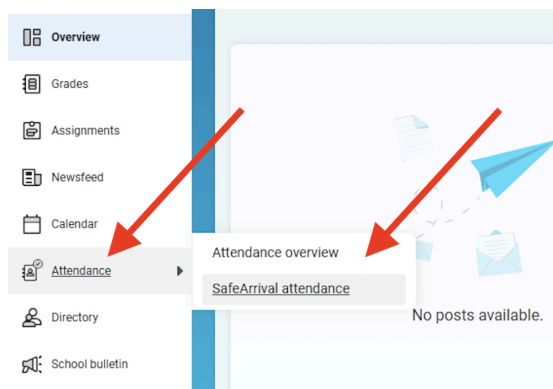


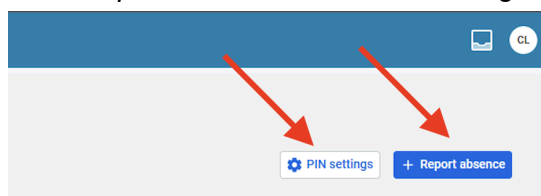
How to submit student absences via the PowerHub Website

Step 1: Open the PowerSchool [PowerHub website](#). If you do not have an account you can [go here](#) to see information about signing up. Also note that PowerSchool is phasing out the current Parent Portal site but it is currently still active.

Step 2: From the main screen click on Attendance from the left navigation panel and select SafeArrival attendance.



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.



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.

A screenshot of the 'Report absence' form. The form has a title bar with a close button (X). It contains several fields: 'Type of absence' (required) with a dropdown menu showing 'Full Day'; 'Reason' (required) with a dropdown menu showing 'Select value'; 'Date' (required) with a calendar icon; and a 'Comment' field (Optional) with a text area. Below the comment field is a character count 'Characters: 0/220'. At the bottom, there is an 'Add to your post' section (Optional) with instructions: 'Only .gif, .jpg, .png, .txt, .pdf, .doc, .docx, .csv, .xls files at 20 MB or less each'. Below this is a dashed box with the text 'Drag and drop or click to add file'. At the bottom right, there are 'Cancel' and 'Save' buttons. Four red arrows point to the 'Type of absence' dropdown, the 'Reason' dropdown, the 'Date' field, and the 'Save' button.

How to submit student absences via a phone

Call SafeArrival Toll-Free Number: (844) 624-1957

Call the number: Dial your school's designated SafeArrival toll-free phone number from a phone registered/on record with your school district.

Listen to prompts: Listen to the automated menu options.

Provide details: Follow the audio instructions to enter or record your student's absence details, including whether it is a full-day, partial-day, or advance absence.

Confirm: Stay on the line until you receive confirmation that your absence submission has been accepted.