

STEP BY STEP GUIDE TO UCPS ABSENCE REPORT FORM

ATTENTION
PLEASE!

1



Create your account

Parent or guardian must create an account. The system will not accept submissions from student email accounts.

2



Report Absences

Parent or guardian will submit all absences digitally via this Microsoft form.

3



Please Note:

- Must submit one day absence at a time.
- You cannot submit an absence before it occurs.
- You must upload documentation necessary to excuse absences.
- CATA may only accept a maximum of 5 absences per semester excused with a parent note. After 5 days, only a doctor's note will be accepted.

4



Report absence:

Once your account has been created, use this link to log in and begin reporting absences.

5



Are there any questions?

For questions regarding attendance, please call the school.

