Submit Absences on the Mobile Application

- 1. Log in to ParentVUE.
- 2. Tap Report Absence for a student.



## 3. Select Start an End Date.

Please select the day(s) for which the	e student will be absent	t, enter a reason for	the absence, then click submit.	
Start Date:	End Date (optional):	Ħ	Select A Reason	•
Note		)		
		Add doctor's note	e or document	

- 4. Select an option for Select Reason. (default is Unverified)
  - Your student's record will be updated once the attendance staff has processed the request
- 5. Enter a Note, as needed.
- If a reason is not noted in the "note" field, your student's record will reflect an unexcused absence 6. You may optionally upload a doctor's note or other documentation
- 7. Tap Save.

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Student List	Report Absences	
Amanda E. Eagan Grade: 12 Briar Woods HS		
Please select the days( absence, then select si	s) for which student will be absent, ( ibmit.	enter a reason fot the
Start Date: End Dat	e: (Optional)	
12/07/2018 * 12/12/20	18 👻	
Select Reason:		
Illness		
Note:		
Amanda is not feeling well		
34		
		Close