Report Attendance using Attendance Reasons

If enabled the parent/guardian can submit attendance for the current day (or a future date if allowed).

NOTE: Students 18+ years of age can be granted permission to Report Attendance for themselves.

- From the public portal the Parent/Guardian will select **Attendance Monitor** from the left navigation menu
- The Parent/Guardian will then select the **Report Attendance** tab
- Parent/Guardian will then click the **Report New Attendance** button
- Parent/Guardian will enter the **Absence Date** (leaving the second date blank to report for today only)
- Parent/Guardian will select from the **What is the reason for the absence** drop-down
- Parent/Guardian will select **Yes** or **No** in the **Is this absence for the whole day** drop-down
  - If No is selected the user will be prompted to enter the **Time Range**
- Parent/Guardian will enter an explanation in the **Explanation** text box
- Parent/Guardian will click **Submit**

NOTE: Reporting attendance for previous dates is not allowed.

Create Attendance Report	
Student Name	**Stein, Kelsey**
Absence Date	05/03/2021 - MM/DD/YYYY
Leave second date empty if only reporting single day absence.	
What is the reason for the absence?	-- Please Select --
Is this absence for the whole day?	Yes
Explanation	
	Submit