

## ParentVUE Reporting Absences

## **Before You Start**

Open ParentVUE and navigate to your student you wish to submit attendance

- 1. Select Attendance from the menu on the left
- 2. Click Report Absence to open the Report Absences screen

														Tucson Unified School Distric													
												Good afternoon 12/14/202										12/14/2022	_				
	ATTENDANCE																			🜲 Report Abser					Report Absence	1	
																									Attend	ance   Time Tracker	1
ice	< November 2022								December 2022									January 2023						>			
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		-			1	2	3	4	5						1	2	3		1	2	3	4	5	6	7		

- 3. Select the Start Date
- 4. Select an End Date

Report Absences -	×
Please select the day(s) for which the student will be absent, enter a reason for the absence, then click submit.	
Start Date:     12/19/2022     Image: Control Date (optional):     12/19/2022     Image: Control Date (optional):	
Note* Add doctor's note or document	
Save	ose

- 5. Select a reason for the absence
- 6. Enter a Note (required)
- 7. Click Add doctor's note or document (optional)
  - a. Select the file to upload. The uploaded file displays on the window with a delete option. Once accepted the note will be visible in the student's documents tab.
- 8. Click Save

\*Once the school's Attendance Office has reviewed and accepted parent submitted attendance you will receive an automated email.

\*Absences will be updated by the end of the workday – this includes any absences that are phoned in. Please do not call the attendance office if you do not immediately see your student's attendance posted.

\*Please submit your student's absence as early as possible to expedite processing.

