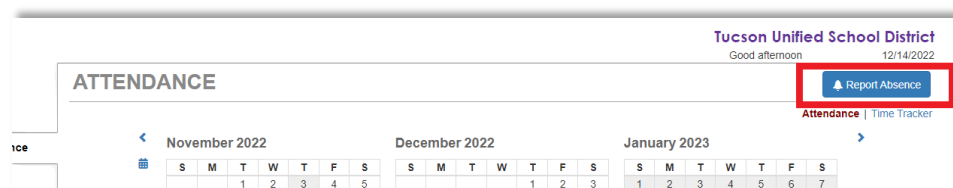
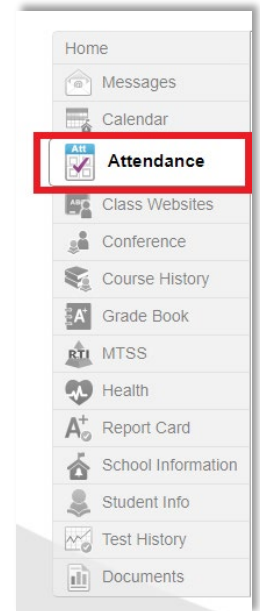


# ParentVUE Reporting Absences

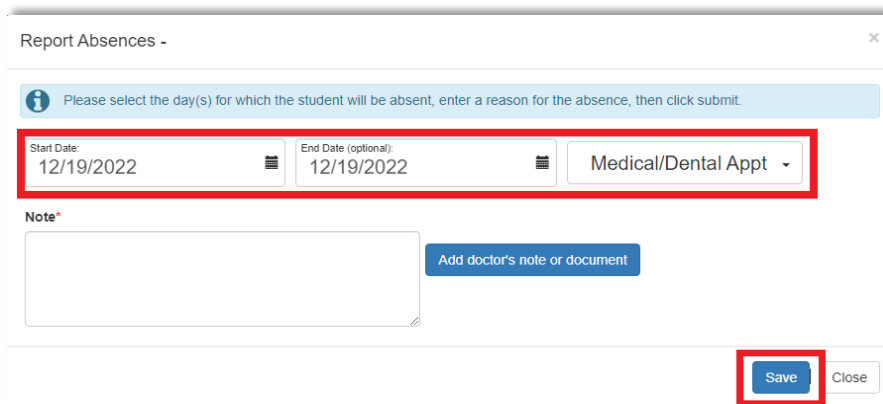
## Before You Start

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



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



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.