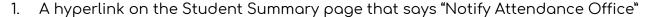
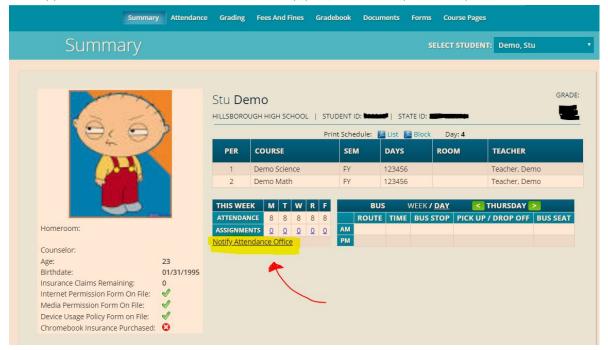
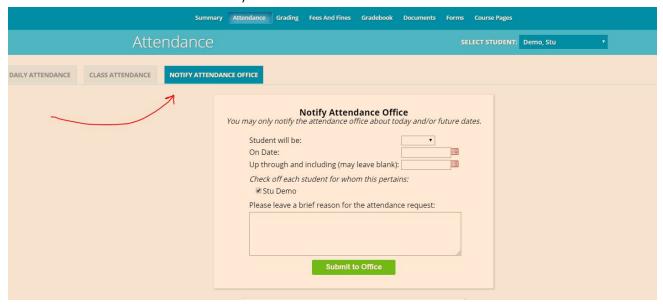
## Parent Portal Instructions for Attendance Notes

You have two locations in the portal where you can notify the Attendance Office of an upcoming absence.





2. Under Attendance > Notify Attendance Office



On the Notify Attendance Office page in the Portal, you will be able to choose whether the student will be absent or tardy. You can choose one date or a date range. It is important to include the reason for the absence in the comment box. Once you hit the "Submit to Office" button, the school can see your request. This screen will maintain a historical record of all notifications submitted.