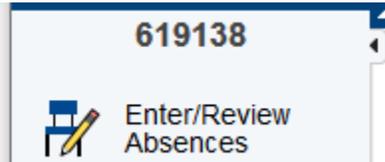


# How to Submit Absences

1. Log into your **Parent Powerschool Portal Account** and select the student that you would like to report or review an absence for
2. Click the link to **Enter/Review Upcoming Absences**



3. You can now choose whether to enter a single day or a multi-day absence

## Parental-entered absences for the past 30 days

[Enter a new single day absence](#) [Enter a new multi day absence](#)

Absence Date	Absence Code	
09/26/2023	EXC	test
09/25/2023	FLU	test

4. When entering an absence you will need to provide the following info:
  - a. Date of absence (or start or end date for a multi-day absence)
  - b. The reason for the absence (flu, other illness, parent excused)
  - c. The absence type (full day, late arrival, early departure, leave and return)
  - d. A box for comments is available for additional info

**Single Day Absence Entry**

Date of Absence  
09/28/2023

Reason for Absence  
[Flu-like Symptoms](#) [Other Illness](#) [Parental Excused Absence](#)

Absence Type  
[Full Day](#) [Late Arrival](#) [Early Departure](#) [Leave and Return](#)

Absence Details  
100 characters left

[Submit Absence](#)