Schedule Absences in the Parent Portal

When you utilize the Parent Portal, you can allow your parents to schedule absences through their portals.

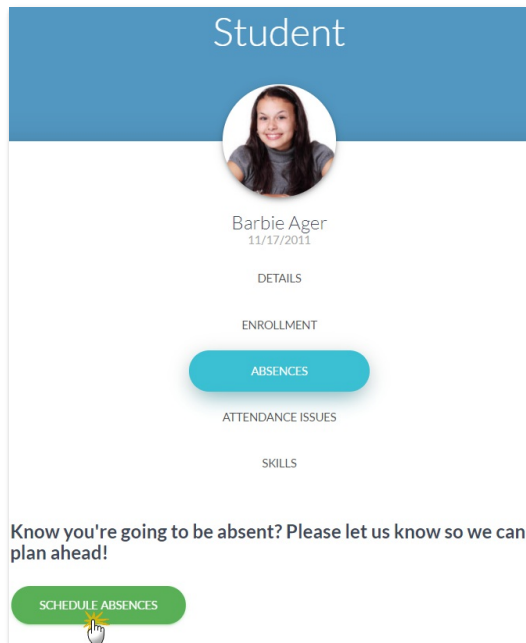 *There are several settings that control absences in the Parent Portal.Review these settings.*

Schedule an Absence from the Student Record

Parents can schedule absences for an individual student from within the student's record in the Parent Portal following these steps:

1. Go to the **Student** record in the Parent Portal.
2. Select **Absences**.
3. Click **Schedule Absences**.

The *Schedule Future Absences - Step 1* window opens with the *Students* field pre-filled with that student's name.

4. Select the date(s) the student will be absent.
5. Optionally, add a **Reason** for the absence.
6. Click **Next Step**.

Schedule Future Absences - Step 1

Students

Barbie

From

09/08/2020

To

09/08/2020

Reason

Barbie will miss Tuesday's class, we have a family dinner.

NEXT STEP

CANCEL

The *Schedule Future Absences - Step 2* window opens displaying the student's name and date(s) they will be absent.

7. Use the check boxes to select individual classes the student will be absent from, or use **Check All Classes** to select them all at once.
8. Click **Submit**.

Schedule Future Absences - Step 2

Students: Barbie

Dates: 09/08/2020 - 09/08/2020

Please confirm the classes you will be absent from

CHECK ALL CLASSES

Tue 09/08/2020
Ballet L1 - Tues 6pm
☑ 6:00pm
Barbie

SUBMIT

CANCEL

- A message will confirm the absence was saved successfully and the portal will now be open to the Absences page.

- The *View Schedule Impacts* link opens a window with a listing of the classes the student will be missing.

  - If the absence is eligible, a **makeup can be scheduled** using the *Schedule Makeup* link in the

schedule impacts window.

Schedule an Absence from the Absences Page

Parents can schedule absences for multiple students at once from the *Absences* page in the Parent Portal following these steps:

1. Go to the **Absences** page in the Parent Portal (from the hamburger menu ☰).

2. Select **Submit an Absence**.
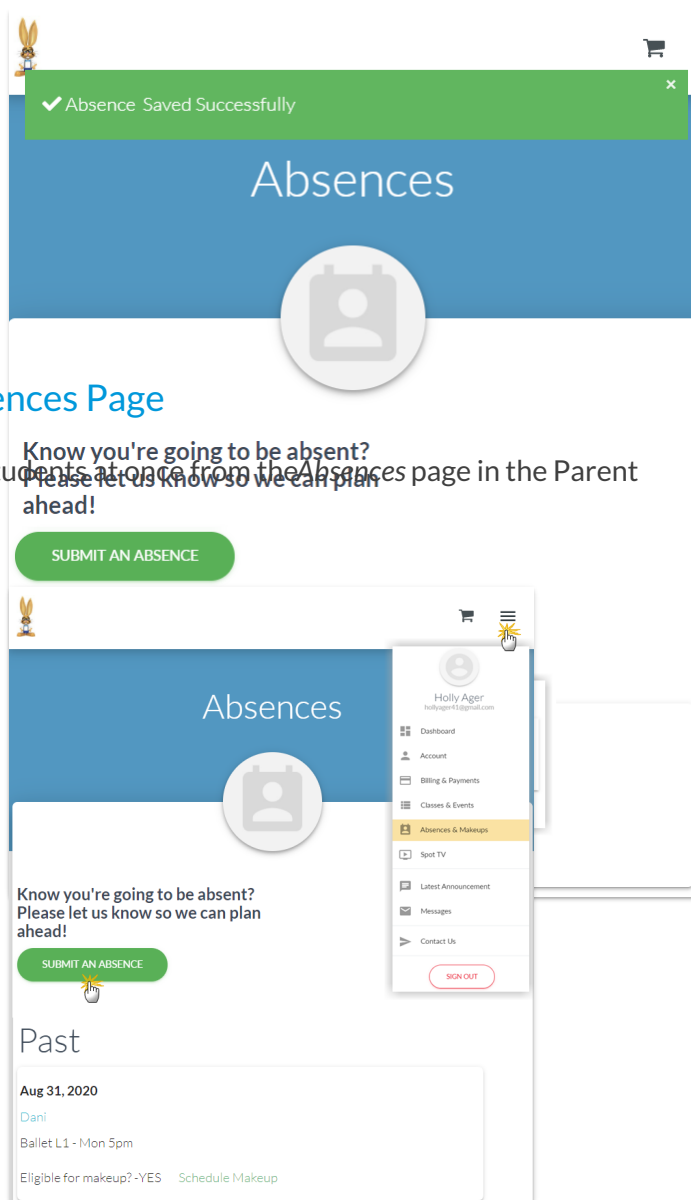
The *Schedule Future Absences - Step 1* window opens with the option to select which students will be absent.

3. Click into the **Students** field to select the students who will be absent.

4. Select the date(s) the students will be absent.

5. Optionally, add a **Reason** for the absence.

6. Click **Next Step**.

The *Schedule Future Absences - Step 2* window opens displaying the student names and date(s) they will be absent.

7. Use the check boxes to select individual classes the students will be absent from, or use **Check All Classes** to select them all at once.

8. Click **Submit**.

- A message will confirm the absences were saved successfully.

- The *View Schedule Impacts* link for each student opens a window with a listing of the classes they will be missing.

  - If the absence is eligible, a **makeup can be scheduled** using the *Schedule Makeup* link in the schedule impacts window.

To help you introduce this awesome feature to your families, share this great video which is included in an **email template** we've created for you!