

Schedule Absences in the Parent Portal

Last Modified on 11/03/2020 12:30 am EST

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

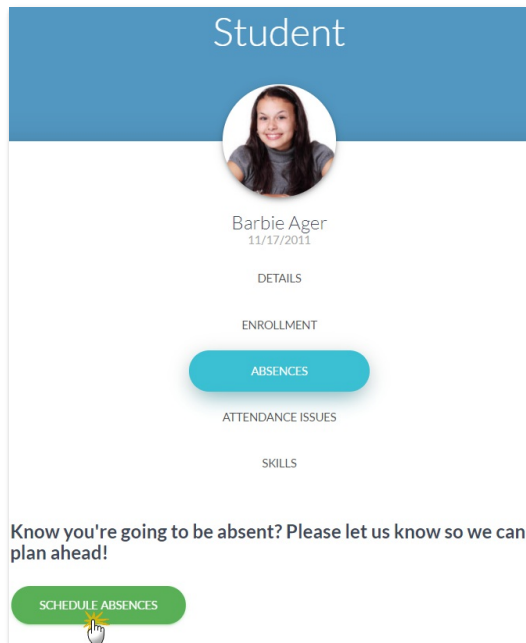


There are several settings that control absences in the Parent Portal. [Review these settings.](#)

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**.



Student

Barbie Ager
11/17/2011

DETAILS

ENROLLMENT

ABSENCES

ATTENDANCE ISSUES

SKILLS

Know you're going to be absent? Please let us know so we can plan ahead!

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

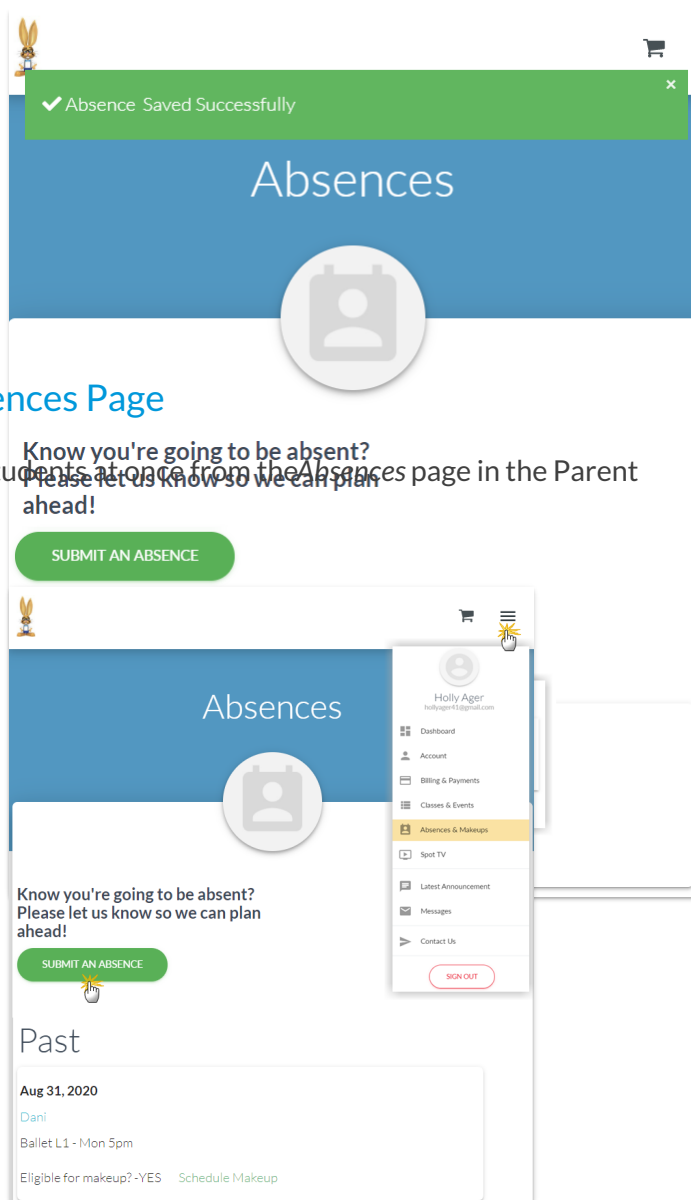
- A message will confirm the absence was saved successfully and the portal will now be open to the Absences page.
- The *View Schedule Impacts* link opens a window with a listing of the classes the student will be missing.
 - If the absence is eligible, a **makeup can be scheduled** using the *Schedule 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**.

Schedule Future Absences - Step 2

Students: Dani, Dave, Barbie

Dates: 09/20/2020 - 09/23/2020

Please confirm the classes you will be absent from

CHECK ALL CLASSES or select classes individually using the check boxes

☒ Mon 09/21/2020
Ballet L1 - Mon 5pm
5:00pm
Dani

Tue 09/22/2020
Ballet I 1 - Tues 6am

SUBMIT

CANCEL

- 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.

✓ Absences Saved Successfully

Absences

Know you're going to be absent?
Please let us know so we can plan ahead!

SUBMIT AN ABSENCE

Upcoming

Sep 21 - 22
Dani
[VIEW SCHEDULE IMPACTS](#)
Family trip

Sep 21, 2020 Dani
Ballet L1 - Mon 5pm
[Schedule Makeup](#)

Sep 22, 2020 Dani
Jazz L2 - Tues 7pm
[Schedule Makeup](#)

Sep 22
Barbie
[VIEW SCHEDULE IMPACTS](#)
Family trip

Sep 23
Dave
[VIEW SCHEDULE IMPACTS](#)
Family trip

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!
