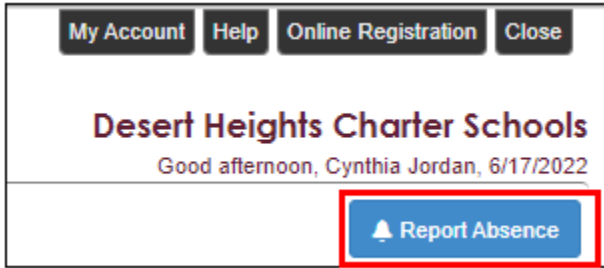


Submit Absences on the Mobile Application

1. Log in to ParentVUE.
2. Tap Report Absence for a student.



3. Select Start an End Date.

4. Select an option for Select Reason. (default is Unverified)
 - Your student's record will be updated once the attendance staff has processed the request
5. Enter a Note, as needed.
 - If a reason is not noted in the "note" field, your student's record will reflect an unexcused absence
6. You may optionally upload a doctor's note or other documentation
7. Tap Save.