

Reporting Absences - Parent/guardian guide

Note: This feature is optional by site and may not be available in all PVUE accounts or for each student within a PVUE account.

What is the ParentVUE Report Absences feature?

If you see this option for your student, that means the school has opted to use ParentVUE Report Absences functionality. Parents can submit attendance for a single date or range of dates by clicking on 'Report Absences' from the PVUE home screen; a note is required to excuse the absence. Absences submitted will be reviewed by the school attendance clerk. Absences submitted without a note are subject to being delayed, denied, or unexcused when reviewed by the attendance clerk. Schools may take up to 24 hours to process absences. Future absences are not visible in PVUE until the date of the absence.

Why would I enter attendance in ParentVUE?

If a student is not going to be logged in and/or attending school for a day or series of days, in any phase of instruction, the parent has the ability to document this absence in PVUE instead of making a call and leaving a voicemail to the attendance clerk. Once saved in PVUE, the attendance mark will then be reviewed by the attendance clerk.

As a parent, how do I report absences for my student?

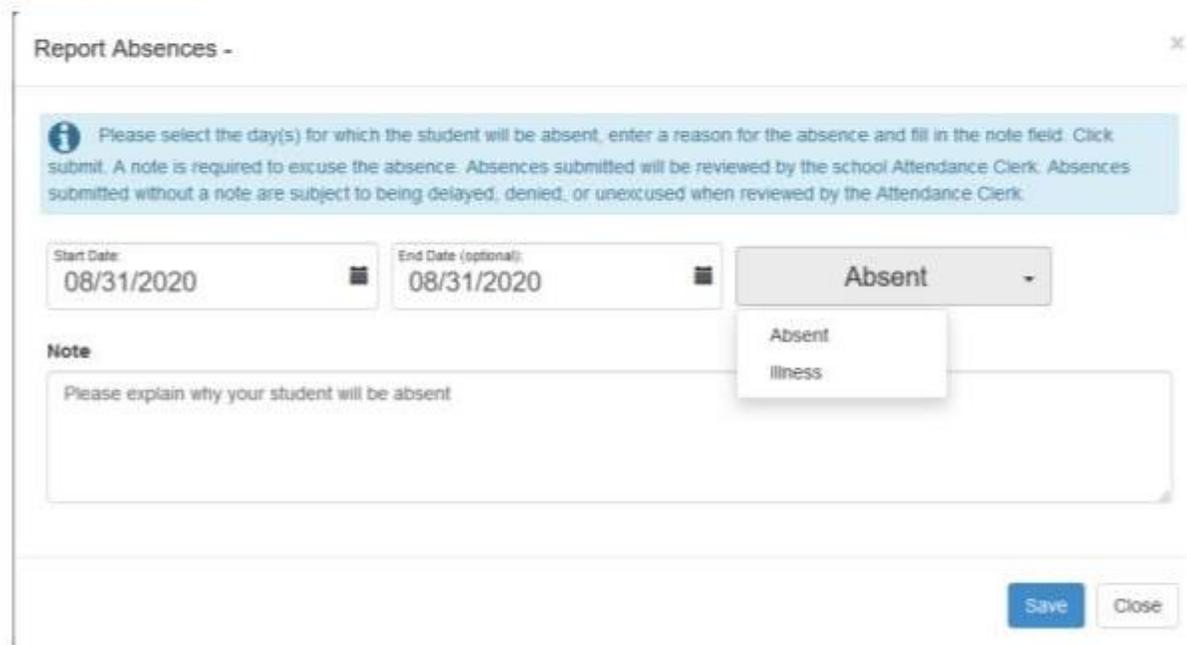
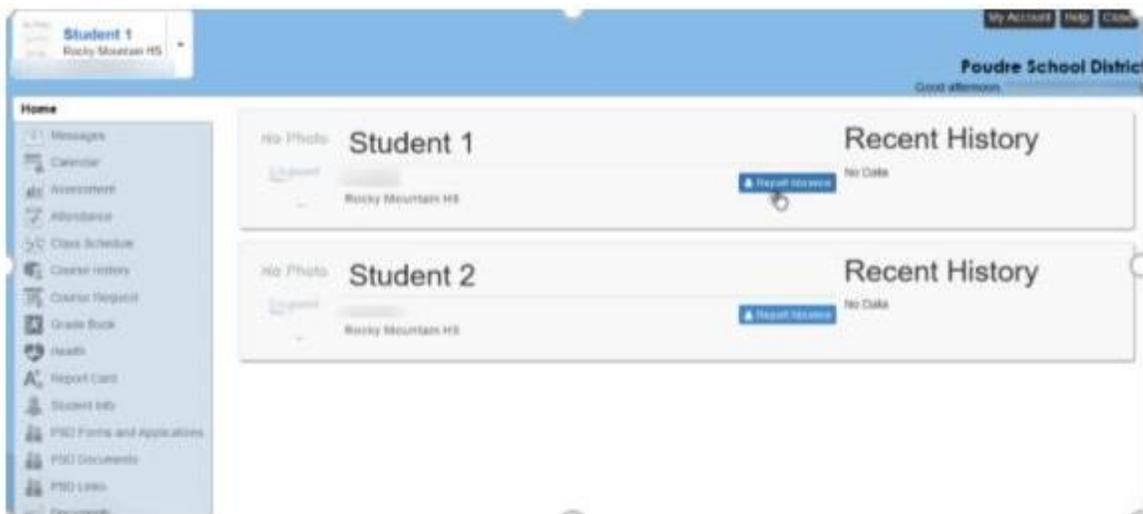
1. Log in to [ParentVUE](#)
2. Focus to the student for which you are entering attendance
3. Click on 'Report Absences'
4. Set attendance mark of 'A – Absent' or 'I – Illness'
5. Add a note
6. Click Save

Note: Future absences are not visible in ParentVUE until the date of the absence

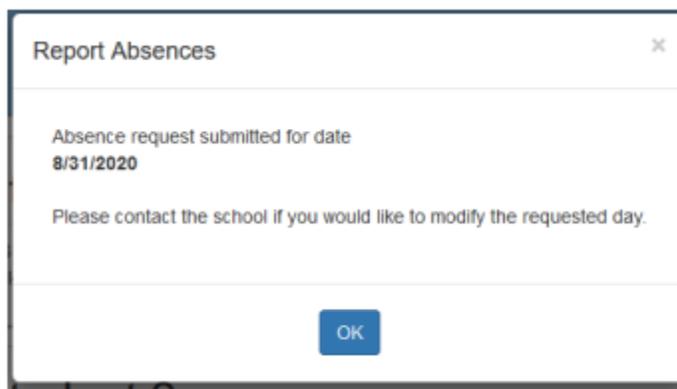
Step-by-step directions with screenshots:

Log in to [ParentVUE](#)

Click on Report Absence (for schools that have this feature turned on)



Once submitted the parent/guardian will get this response:



While the request is in que to be reviewed by the Attendance Clerk, parent/guardian will see an 'X' on the date of absence.

ATTENDANCE Report Absence

July 2020 August 2020 September 2020

Legend: Excused Tardy Unexcused Activity Not Scheduled

Once the Attendance Clerk accepts/denies the submitted attendance, the parent will receive email confirmation. The 'X' will no longer display on the attendance calendar but will display in the 'days of attendance' table.

Days of Attendance

Detail: on

Excused Tardy Unexcused Activity Not Scheduled

Rocky Mountain HS								
Date	All Day Reason	Periods						
		1	2	3	4	5	6	7
08/27/2020	✓	✓		✓	✓			✓
08/25/2020	✓	✓	✓					✓
08/21/2020	✓	✓	✓	✓	✓			✓