

Reporting an absence, tardy or early dismissal in ParentVUE

To access ParentVUE on a desktop or laptop

(<https://portal.lcps.org>)

The screenshot shows the ParentVUE desktop interface. On the left is a navigation menu with 'Attendance' highlighted. The main area displays a calendar for September, October, and November 2020. A red box highlights the 'Report Attendance' button in the top right corner. Another red box highlights the date '9' in the September calendar, with the text 'Choose date(s) of absence' written inside it.

This is a screenshot of the 'Report Attendance' form. At the top, there is a 'Complete form' button. Below it is an information box: 'Please select the days(s) for which the student will be absent, tardy or require an early dismissal, enter a detailed reason, including times. If the student is absent due to illness, please provide detailed symptoms. Then click Save.' The form includes fields for 'Start Date' and 'End Date (optional)', a 'Select A Reason' dropdown menu, and a 'Note' text area with an 'Add doctor's note or document' button. At the bottom right, there are 'Save' and 'Close' buttons.

Accessing ParentVUE using your mobile device

The screenshot shows the ParentVUE mobile app interface. At the top, there are buttons for 'Student List' and 'Logout'. Below that is a 'Messages' section showing '108' messages. Further down is the 'OLR Online Registration' section. The user profile for 'Jane' at 'Stone Bridge HS' is shown, with a 'Report Absences' button circled in red.

This is a screenshot of the 'Report Absences' form on a mobile device. It features a 'Back' button and a header for 'Jane R. Smith, Grade: 07, Trailside Middle School'. An information box states: 'Please select the day(s) for which the student will be absent, enter a reason for the absence, then click submit.' The form includes 'Start Date' (set to 09/09/2020) and 'End Date (optional)' dropdowns, a 'Select A Reason' dropdown menu, and an 'Add doctor's note or document' button. At the bottom, there is a 'Note' text area and 'Close' and 'Save' buttons.

For more information on ParentVUE, visit <https://www.lcps.org/domain/17270>