

# 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 sidebar, the 'Attendance' menu item is circled in red. The main area displays a calendar for September, October, and November 2020. A red box highlights the date '9' in the September calendar, with the text 'Choose date(s) of absence' written inside. In the top right corner of the calendar area, a blue button labeled 'Report Attendance' is circled in red.

The screenshot shows the 'Report Attendance' form. At the top, there is a button labeled 'Complete form' circled in red. Below this is an information box with a blue background and a white 'i' icon, containing the text: '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.' Below the information box are two date input fields: 'Start Date:' and 'End Date (optional):'. To the right of these fields is a dropdown menu labeled 'Select A Reason'. Below the date fields is a large text area labeled 'Note' with a blue button labeled 'Add doctor's note or document' to its right. At the bottom right of the form, there are two buttons: 'Save' and 'Close', with the 'Save' button circled in red.

Accessing ParentVUE using your mobile device

The screenshot shows the ParentVUE mobile app interface. At the top, there is a purple header bar with 'Student List' and 'Logout' buttons. Below this is a 'Messages' section with a speech bubble icon and the number '108'. Underneath is an 'OLR Online Registration' section. Below that is a user profile for 'Jane' from 'Stone Bridge HS'. A blue button labeled 'Report Absences' is circled in red. To the right of the app interface is an illustration of a smartphone.

The screenshot shows the 'Report Absences' mobile form. At the top, there is a purple header bar with a back arrow and the title 'Report Absences'. Below this is a user profile for 'Jane R. Smith' from 'Trailside Middle School'. Below the profile is an information box with a blue background and a white 'i' icon, containing the text: 'Please select the day(s) for which the student will be absent, enter a reason for the absence, then click submit.' Below the information box are two date input fields: 'Start Date' and 'End Date (optional)'. The 'Start Date' field is circled in red and contains the value '09/09/2020'. To the right of these fields is a dropdown menu labeled 'Select A Reason', which is also circled in red. Below the date fields is a large text area labeled 'Note' with a blue button labeled 'Add doctor's note or document' to its right. At the bottom right of the form, there are two buttons: 'Close' and 'Save', with the 'Save' button circled in red.

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