

LCPS has enabled **Parent Submitted Attendance** in ParentVUE. Parents may then submit absences, tardies, and requests for early dismissals using the Report Attendance button with either the ParentVUE mobile app or web portal. Parents may submit attendance information for the current school day up to 30 days in the future. Each school will communicate deadlines for reporting same-day early dismissals.

➔ **If you need to make a change to submitted attendance, contact your child's school.**

## LOGIN TO PARENTVUE

1. In your web browser go to <https://portal.lcps.org>.
2. Click on **I am a parent>>**.
3. Enter your user name and password and click on **Login**.

## SELECT A STUDENT AND REPORT ATTENDANCE

1. Once you have logged into ParentVUE click on the **Report Attendance** button for the student.

2. Enter the date of the absence, tardy, or early dismissal. The End Date is optional. Schools will communicate deadlines for same-day early dismissals.

3. Choose the appropriate reason from the from the **Select A Reason** dropdown menu (Report Absence, Report Tardy or Report Dismissal).

## SELECT A STUDENT AND REPORT ATTENDANCE cont.

4. Enter a very detailed note. If reporting an early dismissal, enter the dismissal time in this field.

➔ **If reporting an absence due to illness, provide detailed symptoms.**

5. **Optional:** Upload a note from a physician or other health care provider.

- Click the **Add doctor's note or document** button.
- Locate and select the document on your computer/device.
- Click **Open**.

➔ **If you need to upload a different document, click the blue minus sign next to the document's name and repeat the process.**

6. Click **Save**. The attendance report is submitted to the school for review and processing. If you need to make a change, contact your child's school.

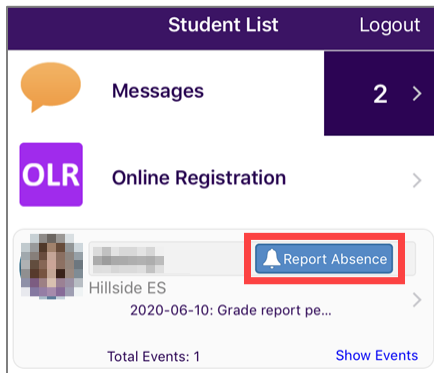
# Parent Submitted Attendance Mobile App

LCPS has enabled Parent Submitted Attendance in ParentVUE. Parents may then submit absences, tardies, and requests for early dismissals using the Report Attendance button with either the ParentVUE mobile app or web portal. Parents may submit attendance information for the current school day up to 30 days in the future. Each school will communicate deadlines for reporting same day early dismissals.

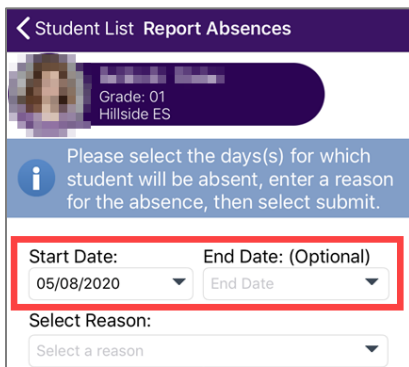
➔ **If you need to make a change to submitted attendance, contact your child's school.**

## OPEN PARENTVUE AND SUBMIT ATTENDANCE

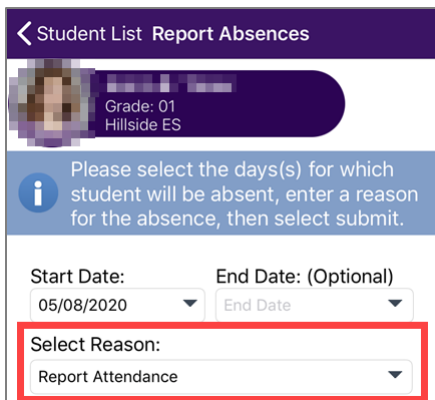
1. Log into the ParentVUE mobile app.
2. Tap **Report Absence** on the banner of the child who will be absent, tardy or have an early dismissal.



3. Choose a **Start Date** and **End Date** (optional).



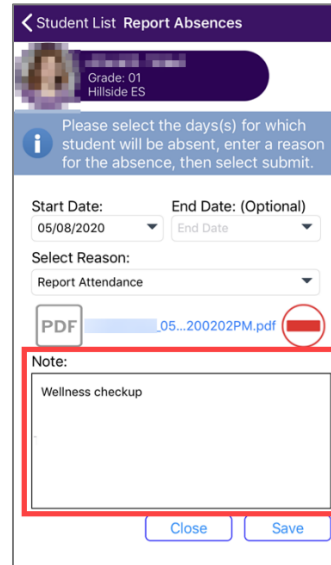
4. Choose the appropriate reason from the from the **Select Reason** dropdown menu (Report Absence, Report Tardy or Report Dismissal).



## OPEN PARENTVUE AND SUBMIT ATTENDANCE cont.

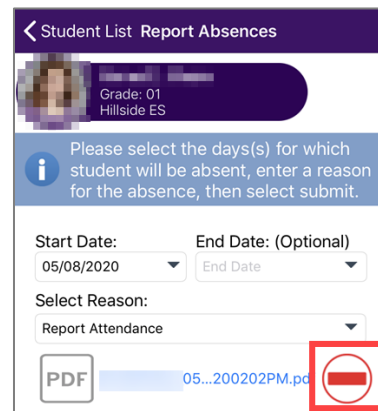
5. Enter a very detailed note. If reporting an early dismissal, enter the dismissal time in this field.

➔ **If reporting an absence due to illness, provide detailed symptoms.**



6. **Optional:** Upload a note from a physician or other health care provider.

- Tap **Attach doctor's note or document**. Follow the prompts to allow ParentVUE to access your camera.
- Tap the button to take a photo of the note/document.
- Tap **Save**.



➔ **If you need to upload a different document, tap the red minus sign next to the document's name and repeat the process.**

7. Tap **Save**. The attendance report is submitted to the school for review and processing. If you need to make a change, contact your child's school.

## ADDITIONAL INFORMATION

If you need to report your child's absence via phone or email, please see your child's school website for contact information.

If you need help logging into or activating your ParentVUE account please see use these other help options:

### Other Help Options:

- [Resetting a ParentVUE Password](#) (PDF)
- [Activating a ParentVUE account](#) (PDF)