



# PARENT SUBMITTED ATTENDANCE

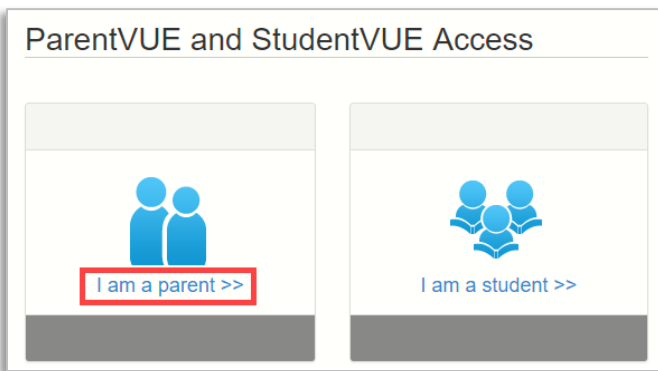
## PARENTVUE WEB VERSION

LCPS has enabled Parent Submitted Attendance in ParentVUE. Parents may 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

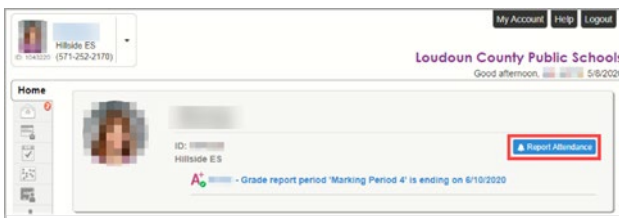
1. In your web browser go to <https://portal.lcps.org>.
2. Click on **I am a parent>>**.



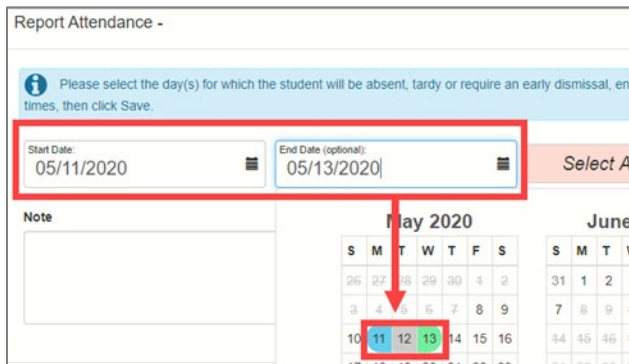
3. Enter your user name and password and click on **Login**.

## 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.





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

Report Attendance -

Please select the day(s) for which the student will be absent, tardy or require an early dismissal, enter a detailed reason, including times, then click Save.

Start Date: 05/11/2020 End Date (optional): 05/13/2020

Select A Reason -

Report Attendance

Note

Add doctor's note or document

4. Enter a very detailed note. If reporting an early dismissal, enter the dismissal time in this field.
5. If reporting an absence due to illness, provide detailed symptoms.

Report Attendance -

Please select the day(s) for which the student will be absent, tardy or require an early dismissal, enter a detailed reason, including times, then click Save.

Start Date: 05/11/2020 End Date (optional): 05/13/2020

Report Attendance -

Note

Out of town to visit family

Add doctor's note or document

Save Close

6. **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**.

Note

wellness visit

Doctors\_Note.pdf

Add doctor's note or document

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

7. 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.



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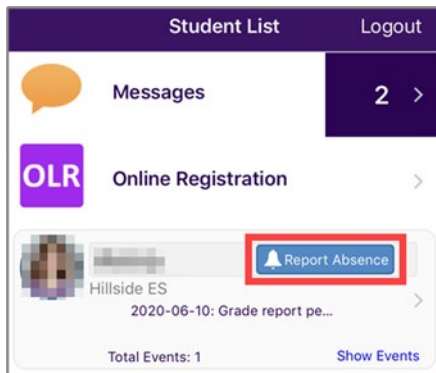
## PARENTVUE MOBILE APP

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.

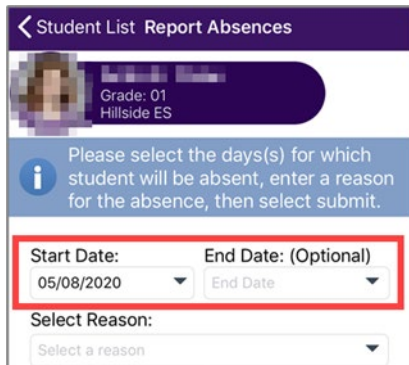
➔ If you need to make a change to submitted attendance, contact your child’s school.

## OPEN PARENTVUE AND SUBMIT ATTENDANCE

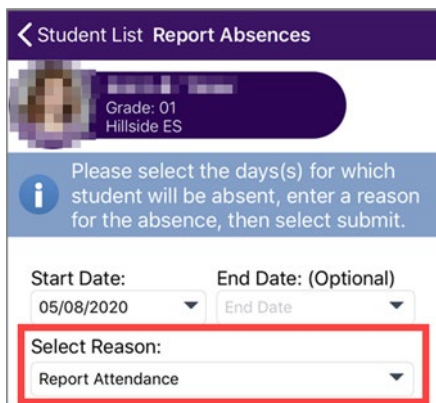
1. Log into the ParentVUE mobile app.
2. Tap **Report Absence** on the banner of the child who will be absent, tardy or have an early dismissal.



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).





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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.**

The screenshot shows the 'Report Absences' form for a student in Grade 01 at Hillside ES. The form includes fields for Start Date (05/08/2020) and End Date (Optional). The 'Select Reason' dropdown is set to 'Report Attendance'. A PDF document named '\_05...200202PM.pdf' is attached. The 'Note' field contains the text 'Wellness checkup' and is highlighted with a red rectangular box. At the bottom, there are 'Close' and 'Save' buttons.

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**.

This screenshot is identical to the previous one, but the red box highlights the red minus sign button next to the PDF document name, indicating the process of removing or replacing the attachment.

➔ **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.



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## PARENTVUE HELP

The District ParentVUE pages have resources to help you activate your ParentVUE account. Frequently Asked Questions and downloadable Quick Reference Guides are available to guide you through the process and help navigate the system.

Each school has dedicated staff to help parents with their accounts. Go to your school's website and click on the ParentVUE Global icon to find names and phone numbers of staff who can help you.

