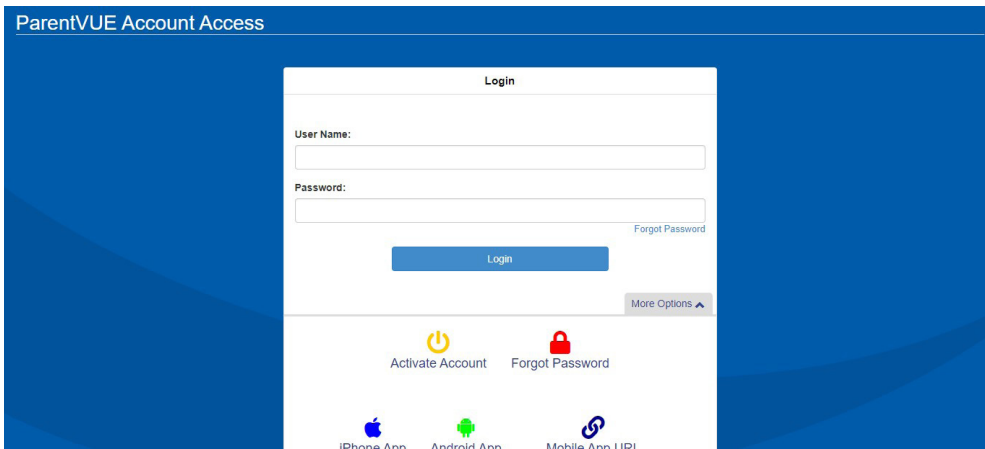


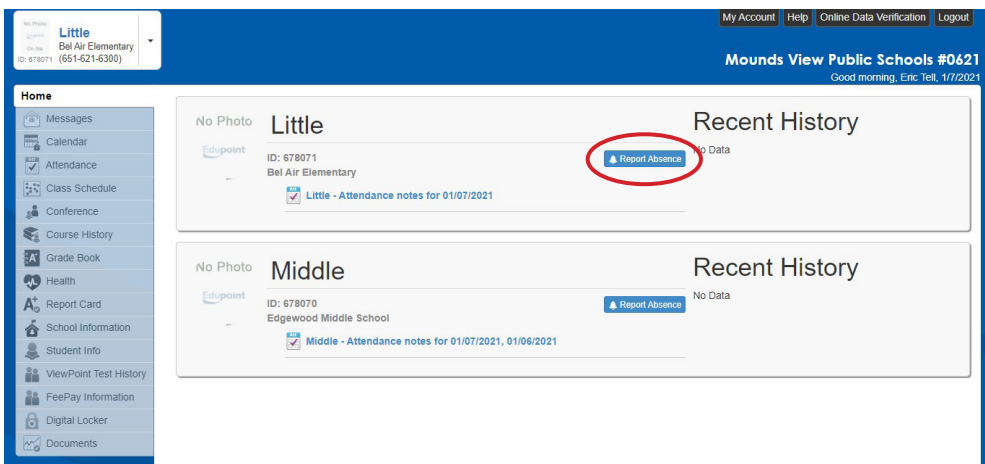
Recording attendance in ParentVue

Desktop

1. Log into the [ParentVUE website](#).



2. Click the "Report absence" button by your child's name.



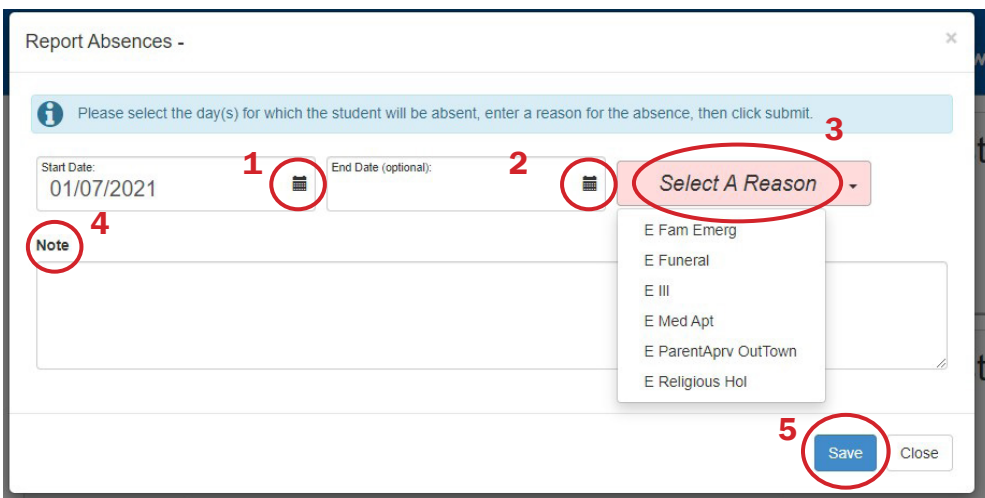
3. Select a start date.

Select an end date (absences can be reported up to 14 days in advance).

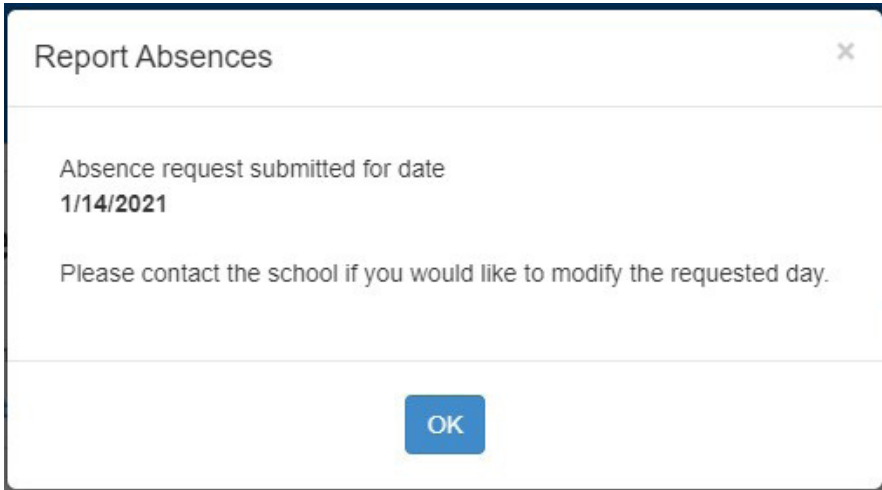
Select a reason from the drop-down menu.

Add a note, if applicable (explain a partial day absence or give a more detailed explanation).

Click the save button.



4. A pop-up notification will appear.

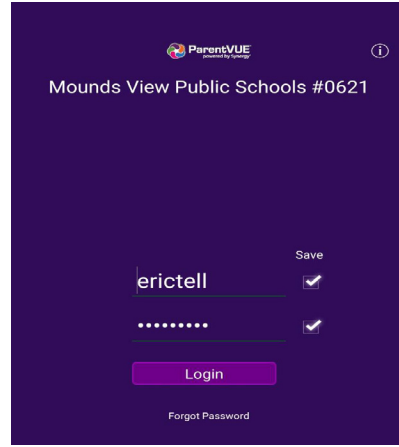


5. Your submissions will show as grey X's (received but not yet approved) on the Attendance tab. School staff will review the submission on the next school day for approval.

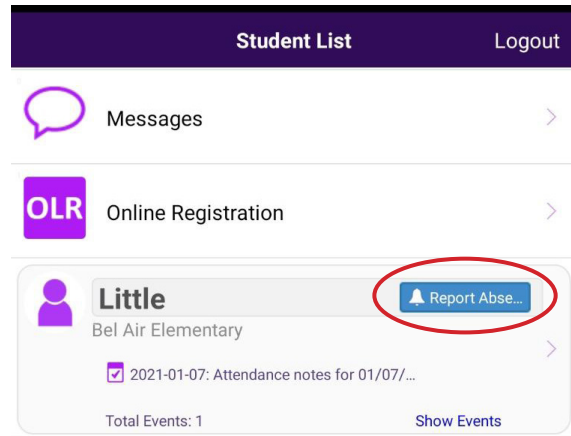
A screenshot of the 'Attendance' tab in a web application. The page header includes the user's name 'Little', school 'Bel Air Elementary', and contact information. The main content area is titled 'ATTENDANCE' and shows three calendar grids for December 2020, January 2021, and February 2021. The 'Attendance' menu item in the left sidebar is circled in red. In the January 2021 calendar, the 14th is highlighted with a blue circle and contains a green checkmark. The 15th, 20th, 21st, and 28th contain grey 'X' marks. A legend at the bottom identifies the symbols: Excused (green check), Tardy (yellow circle), Unexcused (red X), Activity (green square), and Not Scheduled (grey circle). The 'Days of Attendance' section at the bottom has a 'Detail' toggle set to 'off'.

Mobile app

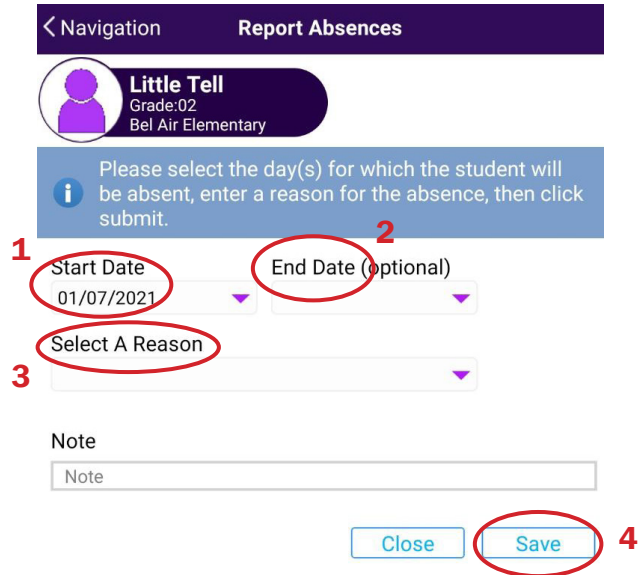
1. Log into the iPhone or Android app (you can download it in the Google or iTunes store).



2. Click the “Report absence” button by your child’s name.



3. Select a start date.
Select an end date (absences can be reported up to 14 days in advance).
Select a reason from the drop-down menu.
Add a note, if applicable (for partial day absences or more detailed explanations).
Click “Save.”



4. A pop-up notification will appear. School staff will review the submission on the next school day for approval.

