After logging into Parent Connect.
1. Click Report Absence.

2. Choose one or all children.
3. Choose "All Day" or uncheck that box and indicate the time the student will be absent from school.
4. Choose the reason for absence. ****Please note that if you choose "appointment" or "sick" and would like the absence excused you still need to provide a doctor's note to the school.**
5. Add Notes (optional)
6. Click Submit.

From Q Parent Connect App ([Apple Store](#)) ([Google Play Store](#))

1. Click Menu
2. Click Report Absence
3. Choose one or all children.
4. Choose "All Day" or uncheck that box and indicate the time the student will be absent from school.
5. Choose the reason for absence. ****Please note that if you choose "appointment" or "sick" and would like the absence excused you still need to provide a doctor's note to the school.**
6. Add Notes (optional)
7. Click Submit.