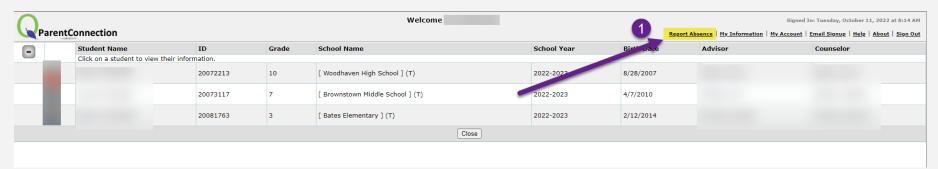
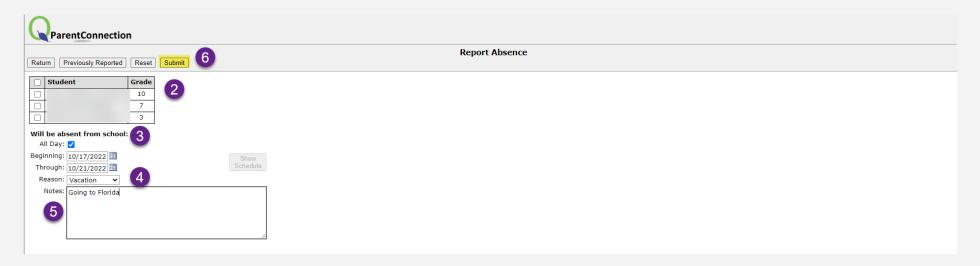
After logging into Parent Connect.

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.

