

Schedule Absences in the Parent Portal

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When you utilize the Parent Portal, you can allow your parents to schedule absences through their portals.



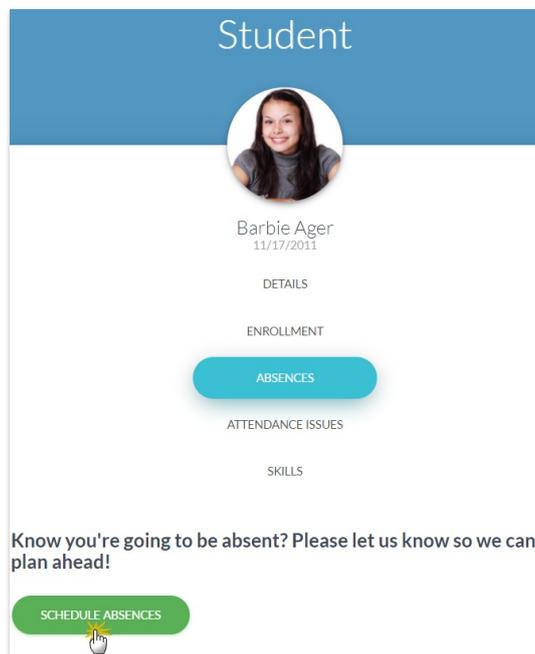
There are several settings that control absences in the Parent Portal. [Review these settings.](#)

Share this great video we have included in our [email templates](#) (#137 & #138) to help you introduce your families to this amazing feature!

Schedule an Absence from the Student Record

Parents can schedule absences for an individual student from within the student's record in the Parent Portal following these steps:

1. Go to the **Student** record in the Parent Portal.
2. Select **Absences**.
3. Click **Schedule Absences**.



The *Schedule Future Absences - Step 1* window opens with the *Students* field pre-filled with that student's name.

4. Select the date(s) the student will be absent.
5. Optionally, add a **Reason** for the absence.
6. Click **Next Step**.

Schedule Future Absences - Step 1

Students
Barbie

From
09/08/2020

To
09/08/2020

Reason
Barbie will miss Tuesday's class, we have a family dinner.

NEXT STEP

CANCEL

The *Schedule Future Absences - Step 2* window opens displaying the student's name and date(s) they will be absent.

7. Use the checkboxes to select individual classes the student will be absent from, or use **Check All Classes** to select them all at once.
8. Click **Submit**.

Schedule Future Absences - Step 2

Students: Barbie

Dates: 09/08/2020 - 09/08/2020

Please confirm the classes you will be absent from

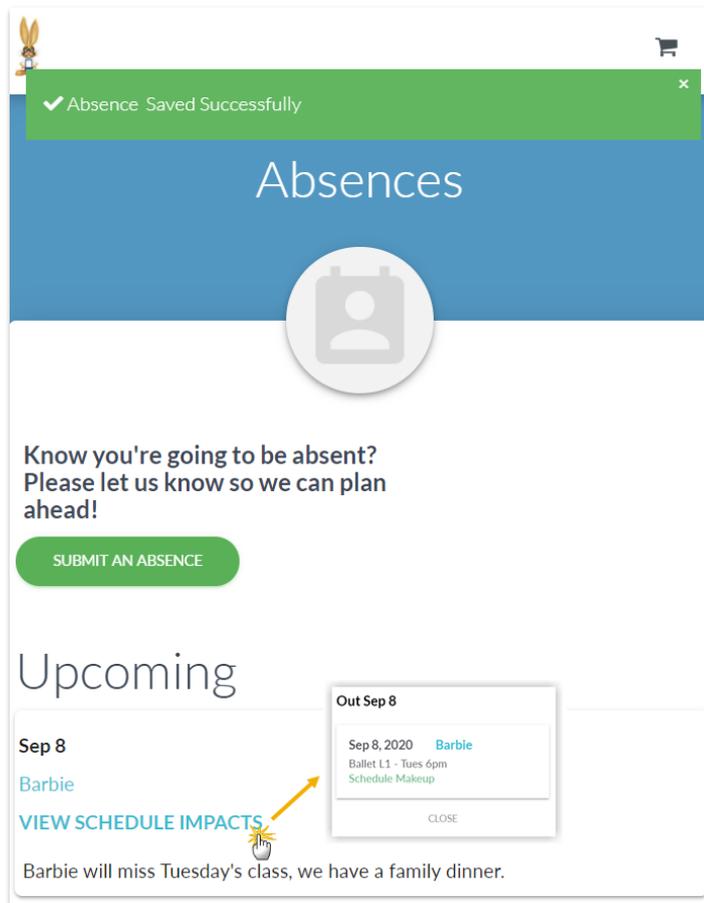
CHECK ALL CLASSES

Tue 09/08/2020
Ballet L1 - Tues 6pm
 6:00pm
Barbie

SUBMIT

CANCEL

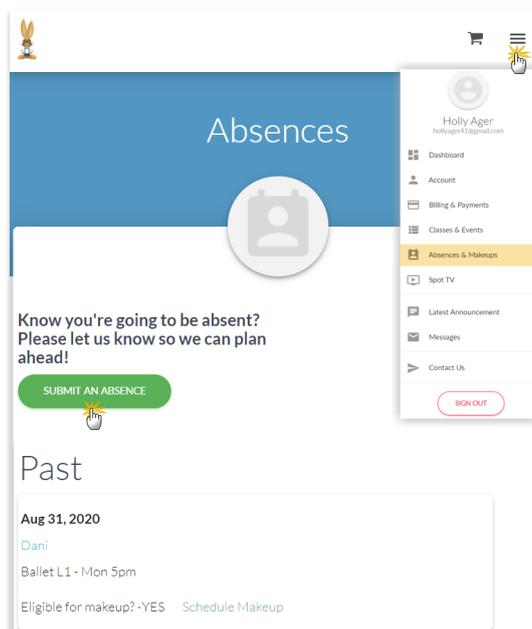
- A message will confirm the absence was saved successfully and the portal will now be open to the Absences page.
- The *View Schedule Impacts* link opens a window with a listing of the classes the student will be missing.
 - If the absence is eligible, a **makeup can be scheduled** using the *Schedule Makeup* link in the schedule impacts window.



Schedule an Absence from the Absences Page

Parents can schedule absences for multiple students at once from the Absences page in the Parent Portal following these steps:

1. Go to the **Absences** page in the Parent Portal (from the hamburger menu ).
2. Select **Submit an Absence**.



The *Schedule Future Absences - Step 1* window opens with the option to select which students will be absent.

3. Click into the **Students** field to select the students who will be absent.
4. Select the date(s) the students will be absent.
5. Optionally, add a **Reason** for the absence.
6. Click **Next Step**.

Schedule Future Absences - Step 1

Students
Dani, Dave, Barbie

From
09/20/2020

To
09/23/2020

Reason
Family trip

NEXT STEP

CANCEL

The *Schedule Future Absences - Step 2* window opens displaying the student names and date(s) they will be absent.

7. Use the checkboxes to select individual classes the students will be absent from, or use **Check All Classes** to select them all at once.
8. Click **Submit**.

Schedule Future Absences - Step 2

Students: Dani, Dave, Barbie

Dates: 09/20/2020 - 09/23/2020

Please confirm the classes you will be absent from

CHECK ALL CLASSES

or select classes individually using the check boxes

Mon 09/21/2020
Ballet L1 - Mon 5pm
 5:00pm
Dani

Tue 09/22/2020
Ballet 1 1 - Tues 6nm

SUBMIT

CANCEL

- A message will confirm the absences were saved successfully.
- The *View Schedule Impacts* link for each student opens a window with a listing of the classes they will be missing.
 - If the absence is eligible, a **makeup can be scheduled** using the *Schedule Makeup* link in the schedule impacts window.

The screenshot shows the 'Absences' management interface. At the top, a green notification bar states 'Absences Saved Successfully'. Below this is a blue header with the title 'Absences' and a user profile icon. A message prompts the user: 'Know you're going to be absent? Please let us know so we can plan ahead!' with a 'SUBMIT AN ABSENCE' button.

The main content area is titled 'Upcoming' and lists absences for 'Sep 21 - 22', 'Sep 22', and 'Sep 23'. Each entry includes the student's name and a 'VIEW SCHEDULE IMPACTS' link. A mouse cursor is shown clicking on the 'VIEW SCHEDULE IMPACTS' link for the first student, 'Dani', which opens a modal window titled 'Out Sep 21 - 22'. This modal lists the impacted classes: 'Sep 21, 2020 Ballet L1 - Mon 5pm Schedule Makeup' and 'Sep 22, 2020 Jazz L2 - Tues 7pm Schedule Makeup', with a 'CLOSE' button at the bottom.