Monitor Absences Recorded in the Parent Portal

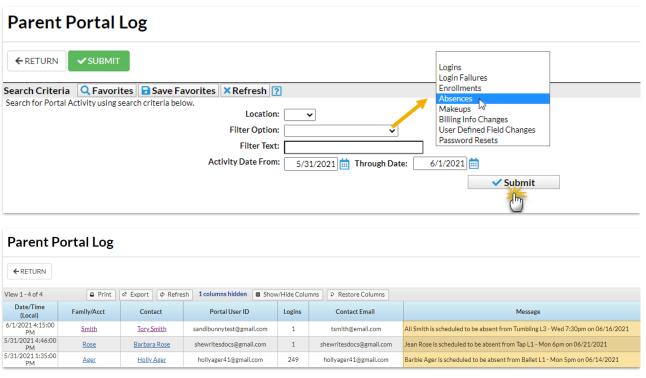
Last Modified on 10/17/2022 2:25 pm EDT

When you Allow Parents to Schedule Absences in the Parent Portal, there are a couple of reports you can use to monitor the absences submitted by your customers through their portals.

Parent Portal Log Report

To access the Parent Portal Log report go to Families (menu) > Family Reports and select Parent Portal Log (on the *Recommended* tab).

Use the *Filter Option* **Absences** to report on all absences scheduled in the Parent Portal during a specified date range.



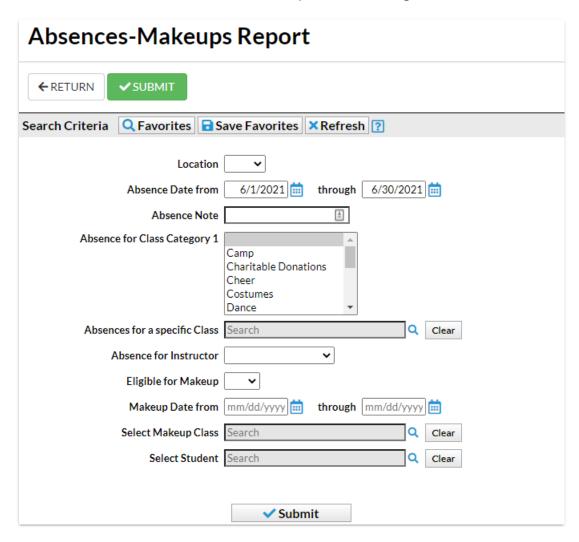


Save this as a frequently used report! Click the heart (icon) next to a report name, the heart will change to red and the report will be listed under the *Reports* (*menu*) > **My Reports** for quick and easy access!

Absences-Makeups Report

To access the Absences-Makeups report go to **Students** (menu) > **Student Reports** and select **Absences-Makeups** (on the *Students* tab).

Search for absences scheduled to occur in a specified date range.



Enter the word *portal* in the UserID column search to narrow the results down to only the absences that were scheduled through the Parent Portal.

