

# 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.

**Parent Portal Log**

← RETURN    ✓ SUBMIT

Search Criteria    🔍 Favorites    📌 Save Favorites    ✕ Refresh    ?

Search for Portal Activity using search criteria below.

Location:

Filter Option:

Filter Text:

Activity Date From:  Through Date:

Submit



**Parent Portal Log**

← RETURN

View 1 - 4 of 4    🖨️ Print    📄 Export    ↻ Refresh    1 columns hidden    📄 Show/Hide Columns    ↶ Restore Columns

Date/Time (Local)	Family/Acct	Contact	Portal User ID	Logins	Contact Email	Message
6/1/2021 4:15:00 PM	<a href="#">Smith</a>	<a href="#">Tory Smith</a>	sandibunnytest@gmail.com	1	tsmith@email.com	Alli Smith is scheduled to be absent from Tumbling L3 - Wed 7:30pm on 06/16/2021
5/31/2021 4:46:00 PM	<a href="#">Rose</a>	<a href="#">Barbara Rose</a>	shewritesdocs@gmail.com	1	shewritesdocs@gmail.com	Jean Rose is scheduled to be absent from Tap L1 - Mon 6pm on 06/21/2021
5/31/2021 1:35:00 PM	<a href="#">Ager</a>	<a href="#">Holly Ager</a>	hollyager41@gmail.com	249	hollyager41@gmail.com	Barbie Ager is scheduled to be absent from Ballet L1 - Mon 5pm on 06/14/2021



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 *theReports (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.

## Absences-Makeups Report

← RETURN
✓ SUBMIT

Search Criteria
🔍 Favorites
📁 Save Favorites
✕ Refresh
? Help

Location

Absence Date from  through

Absence Note

Absence for Class Category 1

Absences for a specific Class

Absence for Instructor

Eligible for Makeup

Makeup Date from  through

Select Makeup Class

Select Student

✓ Submit

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.

### Absences-Makeups Report

← RETURN
✉ EMAIL

View 1 - 3 of 3
🖨 Print
📄 Export
🔄 Refresh
8 columns hidden
🔍 Show/Hide Columns
🔄 Restore Columns

Student	Class Name	Instructor	Absence Date	Note	Billing Email	Elig.?	Makeup Date	Makeup Class Class Time	Makeup Instructor	UserID	Email All
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="portal"/>	<input type="checkbox"/>
<a href="#">Barbie Ager</a>	<a href="#">Ballet L1 - Mon 5pm</a>	Dianne H.	6/14/2021	We will be away on vacay from June 13 - June 20	<a href="mailto:hollvager41@gmail.com">hollvager41@gmail.com</a>	Yes	6/22/2021	<a href="#">Ballet L1 - Tues 5pm</a> 5:00pm-5:45pm	Dianne H.	Portal	<input type="checkbox"/>
<a href="#">All Smith</a>	<a href="#">Tumbling L3 - Wed 7:30pm</a>	Stephanie A.	6/16/2021	Alli is scheduled for her vaccination on June 16th and will miss class.	<a href="mailto:tsmith@email.com">tsmith@email.com</a>	Yes	6/16/2021	<a href="#">Tumbling L3 - Wed 6pm</a> 6:00pm-7:00pm	Stephanie A.	Portal	<input type="checkbox"/>
<a href="#">Jean Rose</a>	<a href="#">Tap L1 - Mon 6pm</a>	Livy W.	6/21/2021	Jean will be out of town at her father's until Tuesday 6/22	<a href="mailto:shewritesdocs@gmail.com">shewritesdocs@gmail.com</a>	Yes	6/23/2021	<a href="#">Hip Hop L1 - Wed 7pm</a> 7:00pm-7:45pm	Linton J.	Portal	<input type="checkbox"/>

A search for portal narrows the list down to only the absences scheduled in the Parent Portal.