

ParentVUE – How to Report Absences

The following provides guidelines and directions on how to report student absences to attendance staff through ParentVUE.

Guidelines:

1. Only use this tool to report **absences** for your student.
Note: The sole purpose is to report an absence(s) and its reason. School attendance staff will follow APS Attendance Policy to determine whether it is excused or unexcused.
2. **Must** select a **Start Date**. The **End Date** is necessary if the student will be absent for more than one day. **Note: Ensure that the date(s) selected are valid school day(s).**
3. **Must** select the **Parent Reported Abs** reason.
4. **Must** enter a detailed note explaining the student's absence.
*Note: If you do not enter a note, your student will be given an **Unverified** absence, which is the equivalent of an unexcused absence with no verification. In addition, the attendance call will still be generated.*

Instructions:

1. Log into **ParentVUE** on your mobile device or web browser.



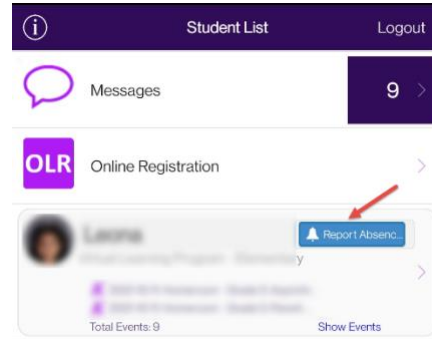
https://va-arl-psv.edupoint.com/PXP2_Login.aspx

[ParentVUE and StudentVUE Access](#)

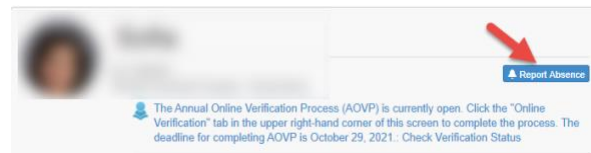


2. Click the **Report Absence** icon.

MOBILE APP



WEB BROWSER



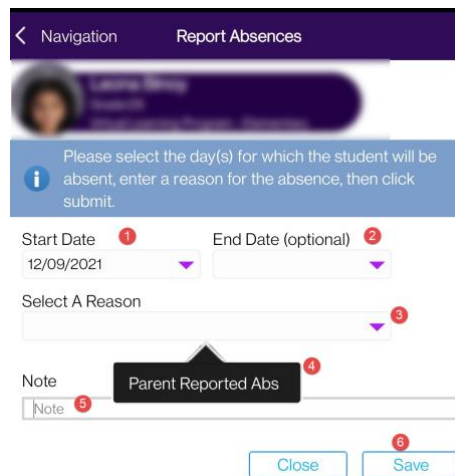
3. Select the **Start Date** and **End Date** for when your student will be absent. **Note: If the absence is for only one day, you *do not* have to enter an end date.**

4. Select **Parent Reported Abs** code from Select a Reason.

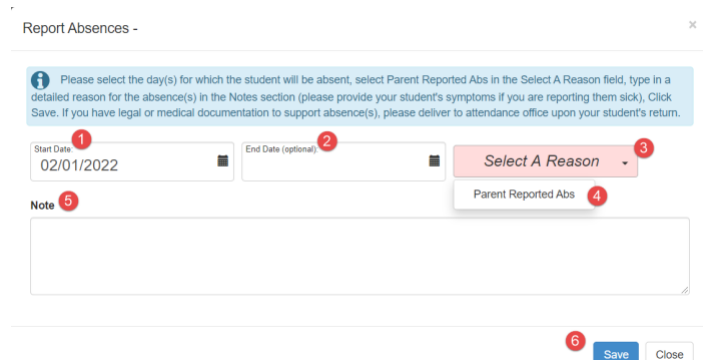
5. Type in a **Note** explaining the reason your student will be absent. If a note is not provided, the attendance reason code will be **Unverified**.

6. Click **Save**.

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For assistance with ParentVUE and reporting absences, contact your school's attendance staff.