



ParentVUE How to Report Absences

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

Guidelines:

1. Must select a date (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 days.
3. Must select the Parent Reported Absence Reason.
4. Must enter a note. 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 verification. In addition, the attendance call will still be generated.

Instructions

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

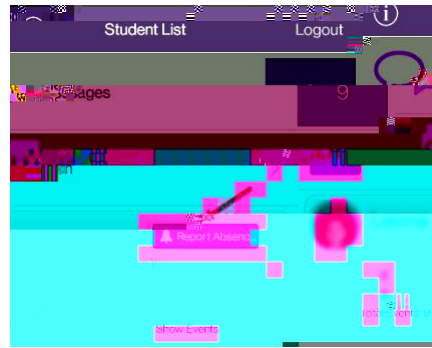


https://va-arl-psv.edupoint.com/PXP2_Login.aspx



2. Click the Report Absence icon.

MOBILE APP



WEB BROWSER



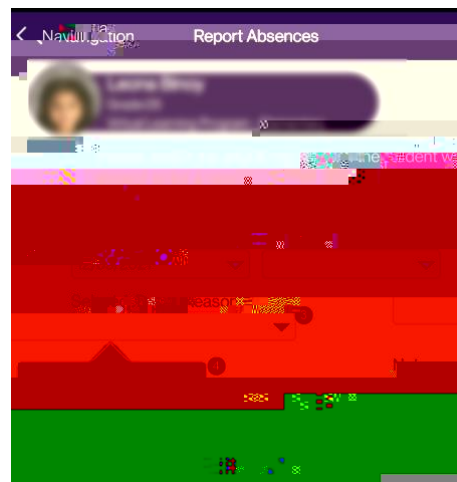
3. Select the Start Date and End Date for when your student will be absent. Note: If the absence is for only one day you do not have to enter an end date.

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

MOBILE APP



WEB BROWSER



For assistance with ParentVUE visit www.cuyahogacountyohio.gov/parentvue

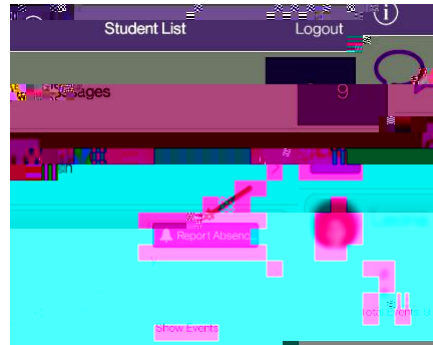


ParentVUE ±Cómo reportar ausencias

Instrucciones sobre cómo reportar las ausencias de su estudiante al personal de asistencia a través de ParentVUE.

- Haga clic en el botón azul, Report Absence.

Aplicación móvil



Navegador web

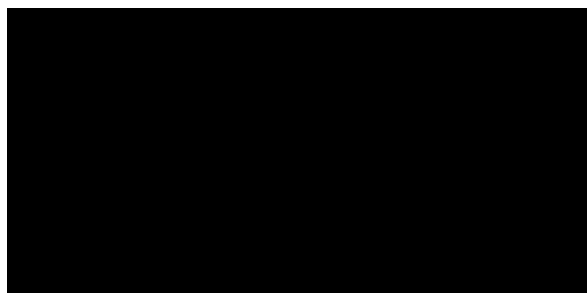


- Ingrese la fecha de la ausencia. Solo tiene que ingresar una fecha final (End Date) si su estudiante estará ausente más de un día.
- Seleccione el menú titulado (Select a Reason) y seleccione la opción Parent Reported Abs.
- Ingrese una nota explicando la razón por la cual su estudiante estará ausente. Si no escribe una nota, el código de motivo de asistencia será No Verificado.
- Guarde la información seleccionando Save.

Aplicación móvil



Navegador web



Si necesita ayuda con ParentVUE y cómo reportar ausencias de esta manera, comuníquese con el personal de asistencia de su escuela.