

# Schedule Absences in the Parent Portal

Last Modified on 10/17/2023 10:47 am EDT

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



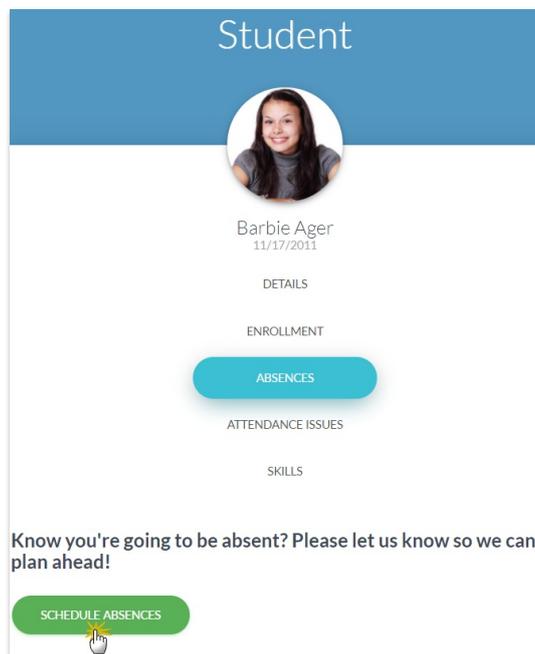
There are several settings that control absences in the Parent Portal. [Review these settings.](#)

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

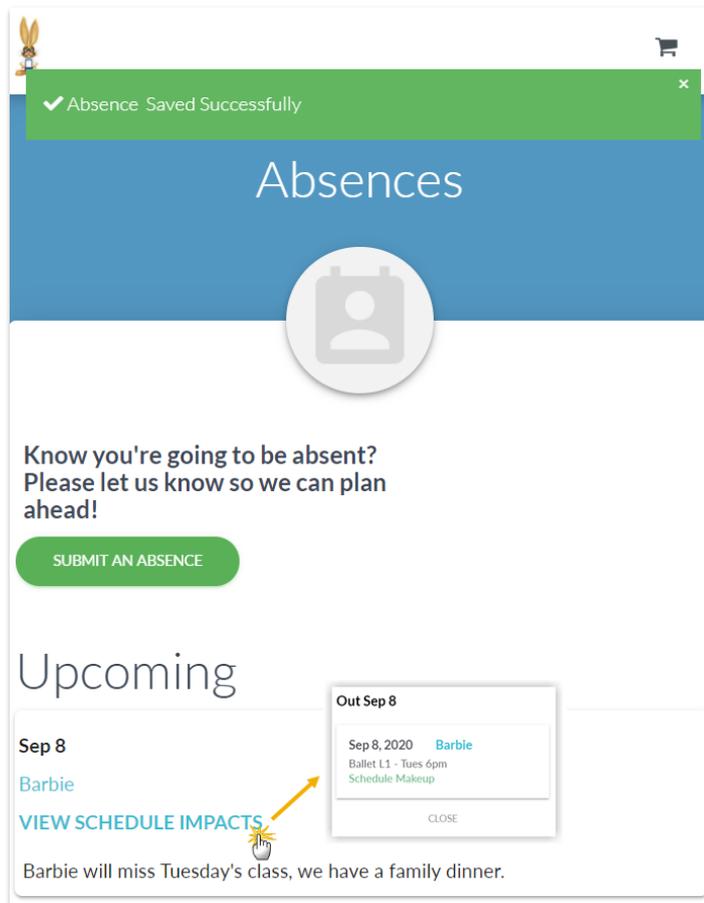
CHECK ALL CLASSES

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

SUBMIT

CANCEL

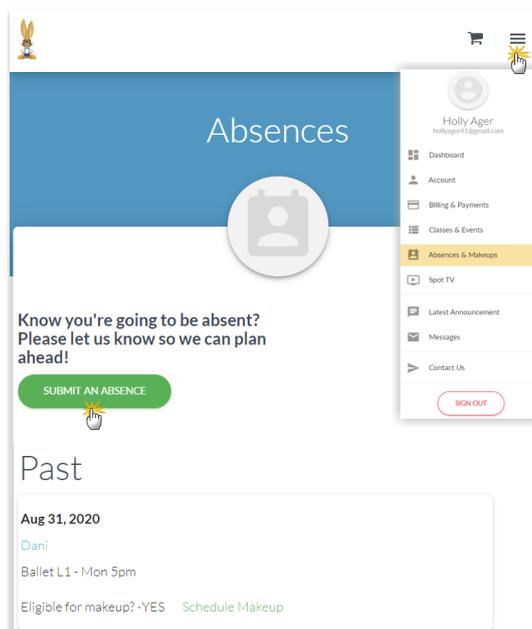
- A message will confirm the absence was saved successfully and the portal will now be open to the Absences page.
- The *View Schedule Impacts* link opens a window with a listing of the classes the student will be missing.
  - If the absence is eligible, a **makeup can be scheduled** using the *Schedule 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 a web interface for managing absences. At the top, a green notification bar states "Absences Saved Successfully". Below this is a blue header with the word "Absences" and a circular profile icon. A message asks, "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 a student name, a "VIEW SCHEDULE IMPACTS" link, and the reason "Family trip". A modal window titled "Out Sep 21 - 22" is open, showing details for two dates: Sep 21, 2020 (Dani, Ballet L1 - Mon 5pm, Schedule Makeup) and Sep 22, 2020 (Dani, Jazz L2 - Tues 7pm, Schedule Makeup). A yellow arrow points from the "VIEW SCHEDULE IMPACTS" link in the first entry to the modal window.