Absences and Makeups

Submitting an Absence

1. Log in to your Parent Portal.
2. Select the child and choose Absences.
3. Choose the Schedule Absences Button.

4. Select the date range From and To.
5. Type in reason, then click Next Step Button

6. Select any classes that will be missed.
7. Click Submit.
Scheduling a Makeup

1. View the Child.
2. Select Absences and Click the Schedule Makeups Button.

3. Click the View Schedule Impacts Button.
4. Click Schedule Makeup.
5. Choose a makeup class from the provided list of choices.
6. Click Submit.

7. Click Select and then Submit.