

Absence Reporting and Make Up Class Instructions

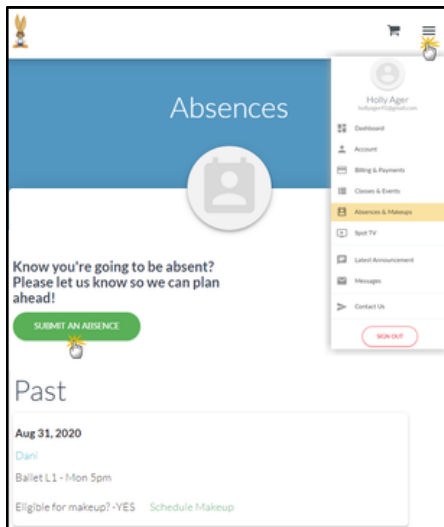
MAKE UP POLICY

Students may make up a missed class within 30 days of the absence in a same (or lower) level class at either location. Parents are able to enter absences in advance (with notes) and schedule make ups in the Parent Portal. [Click here](#) for a how-to video or see below.

SCHEDULE AN ABSENCE

Parents can schedule absences for multiple students at once from the Absences page in the Parent Portal following these steps:

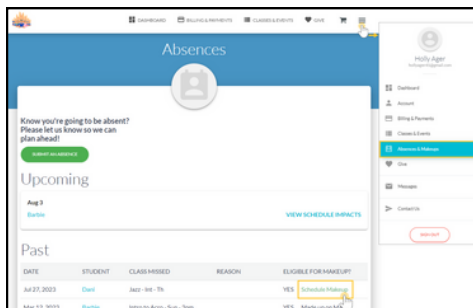
1. Go to the **Absences & Makeups** page in the Parent Portal (from the hamburger menu).
2. Select **Submit an Absence**.
3. The Schedule Future Absences - Step 1 window opens with the option to select which students will be absent. Click into the **Students** field to select the students who will be absent.
4. Select the date(s) the students will be absent.
5. Optionally, add a **Reason** for the absence.
6. Click **Next Step**.
7. The Schedule Future Absences - Step 2 window opens displaying the student names and date(s) they will be absent. 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 A MAKE UP

Parents can schedule makeups from the Absences & Makeups page in the Parent Portal following these steps:

1. Go to the **Absences & Makeups** page in the Parent Portal (from the hamburger menu).
2. In the Upcoming or Past section, locate the absence to be made up and click **Schedule Makeup**.
3. A window opens with the absence information, the student's name, and the available makeup classes. Click to **Select** the desired makeup class. You must select a class that is the same (or lower) level class.
4. Click **Submit**.



Note: The system performs a final check to be sure the class is still available. If the class is no longer available a message "This class is no longer available for a makeup" pops up and the **Select** button is disabled. A different class will need to be selected.

Questions? Contact Us!

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