



ParentVUE – Reporting Absences

From ParentVUE, parents can enter absences for a single day or a range of days. No absences can be submitted for past dates, and they can be submitted up to one week in advance.

From a browser – Log in to ParentVUE (<https://rcsvue.rochester.k12.mi.us>)

- 1) Click on the Report Absence button.

The screenshot shows the ParentVUE interface for a user named Sandy. At the top right, there are navigation links for "My Account", "Help", "Online Registration", and "Logout". Below these is the "Rochester Community Schools" logo and the text "Good morning, Windy Beach, 1/23/2020". The main content area displays the name "Sandy" and a "Report Absence" button. Below the name is an "ID" field with a redacted value and the school name "Adams High School". There are also links for "Attendance notes for 01/15/2020, 01/09/2020, 01/08/2020..." and "Grade report period 'Marking Period 2 / Semester 1' is ending on 1/24/2020".

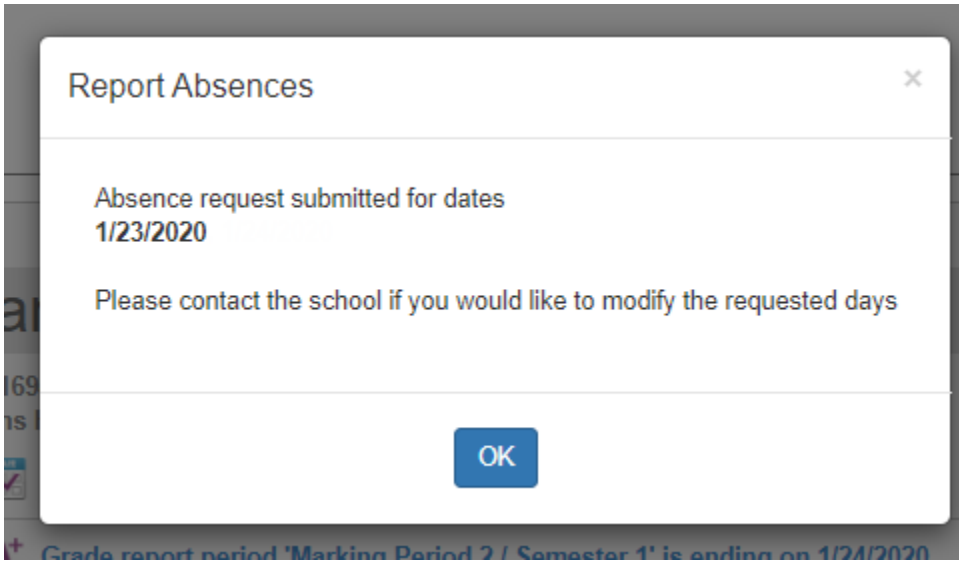
- 2) Enter the absence date(s) and select “Absent” as the reason. Use the Note box for an explanation of the absence. If you add an End Date, it will be included as a day of absence. Click Save to submit the absence.

The screenshot shows the "Report Absences" form. At the top, there is a header "Report Absences -" and a close button. Below this is a blue information bar that says "Please select the day(s) for which the student will be absent, enter a reason for the absence, then click submit." The form contains three main input fields: "Start Date:" with a calendar icon and the value "01/23/2020", "End Date (optional):" with a calendar icon, and a dropdown menu currently set to "Absent". Below these is a "Note" section with a text area containing the text "Sandy is ill.". At the bottom right of the form are "Save" and "Close" buttons.

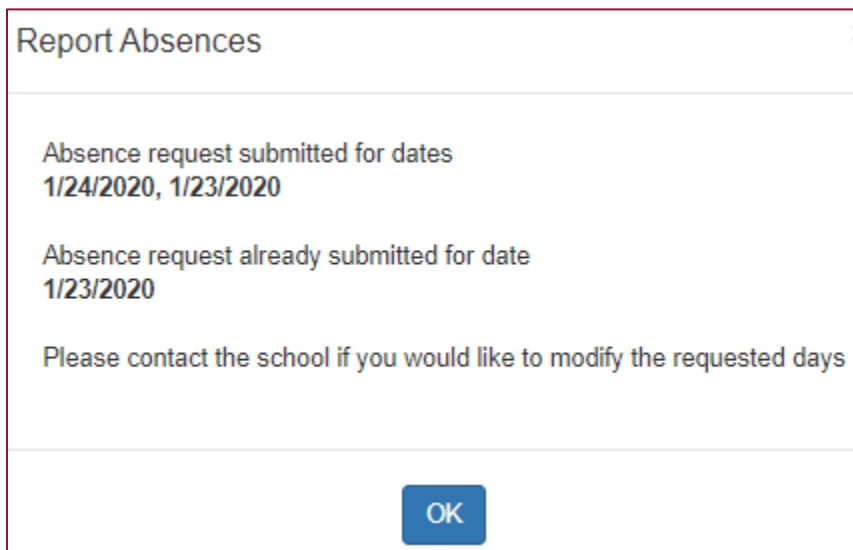
- 3) A confirmation window will show the absence information that was submitted.



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If a parent tries to enter a duplicate absence, the following notification will show.





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From the ParentVUE App – Log in

- 1) Click on the Report Absence button.

Sandy Report Absence

Adams High School
Concurrently Enrolled: Stoney Creek High School >

- 2020-02-03: Attendance not...
- A+ 2020-04-02: Grade report pe...

Total Events: 2 Show Events

- 2) Enter the absence date(s) and select “Absent” as the reason. Use the Note box for an explanation of the absence. Click Save to submit the absence.

Please select the days(s) for which student will be absent, enter a reason for the absence, then select submit.

Start Date: 02/04/2020 **End Date: (Optional):** End Date

Select Reason: Absent

Note:

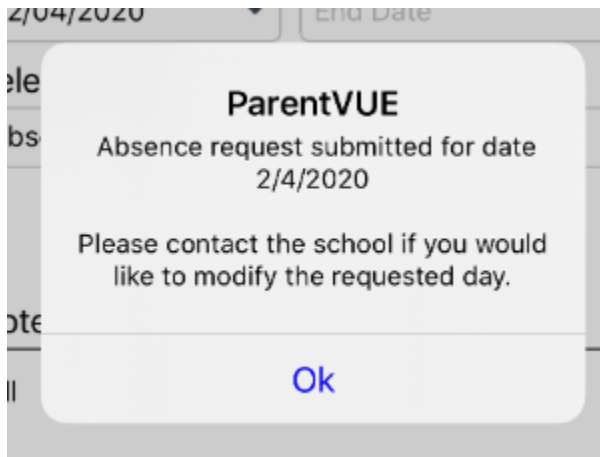
III

Close Save



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3) A confirmation window will show the absence information that was submitted.



Additional Notes

- Parents can enter full day absences only. There is no option to mark only certain periods as absent.
- Parents can enter absences up to midnight of the current day and up to one week in advance.
- Parents can use either the app or the browser to enter absences.
- Absences for concurrently enrolled students will be sent to each school for processing.