GOODRICH AREA SCHOOLS

Reporting Absences through ParentVUE

We are happy to announce that all parents now have the ability to report their student's absence(s) electronically through ParentVue.

NOTE: This option is limited to the current date and future absences up to 60 days only.
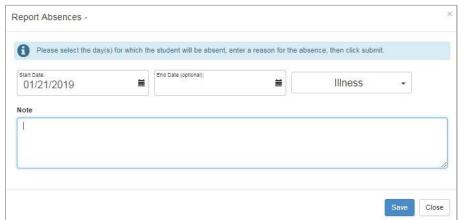
Reporting Future Absences Instructions

1. Click **Report Absence** to open the Report Absences screen.

2. Enter the **Start Date**.

> The **Start Date** defaults to the current date. This field does not display the current date if absences are reported from the Attendance screen.

3. Select an **End Date**.
4. Elect a reason for the absence.
5. Enter a **Note**, if needed.

6. Click **Save**.