

Attendance Taking in ParentVUE

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Product: **Synergy**
Topic: **Attendance**
Audience: **Office Staff**



Parents now have the ability to report future attendance using ParentVUE. This solution articles guides parents on how to enter/report future excused absences for their students using the ParentVUE module. Once reported or submitted, their students will be marked with an excused absence on all periods for secondary schools or AM and PM for elementary schools. Parents will need to communicate with the school office staff if their students will only be gone on partial day. The school office staff can make attendance adjustments when necessary in Synergy.

Reference: **PPS Attendance Handbook 2023-2024**

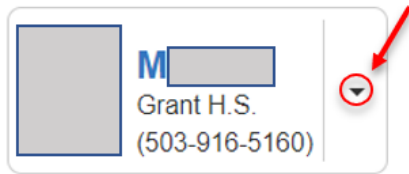
(https://docs.google.com/document/d/1QW0yk4WBxL3hFsW_275O4ufbE1WIJ2l64nuf65KDZlo/edit#heading=h.xswwirou2n).

ParentVUE

- Log into ParentVUE (parentvue.pps.net) using your username and password




NOTE: If you do not have a ParentVUE account, contact your student's school office staff to obtain a unique activation key code before proceeding with **ParentVUE Guide for Parents** (<https://support.pps.net/support/solutions/articles/8000044856-parentvue-guide-for-parents>).

- For parents with several students, select the student (top left) that you will be reporting attendance by clicking on the down arrow (skip this if you only have access to one student)





M [redacted]
Grant H.S.
(503-916-5160)


Home


-  Messages 55
-  Calendar
-  Attendance


- Click on the **Attendance** icon


Grade


School Information


Student Information


Student Special Ed


Attendance submitted by the parent is considered an all day excused absence. For partial day absence, contact your school.

Documents

- Click on the **Report Absence** icon

My Account


Help

Online Registration/Yearly Verification/Transfer Application



Close

Portland Public Schools



Good morning, [redacted] 8/29/2023

 Report Absence

- A new pop-up screen appears. Enter the **Start Date** when reporting attendance. The default date is today's date
NOTE: If your student will only be gone for one day, do not enter date under End Date

Start Date: 08/22/2022  End Date (optional):  Select A Reason ▾

- If your student will be out for more than one day, enter the **End Date**


Start Date: 08/22/2022  End Date (optional):  Select A Reason ▾



- Select the appropriate **Reason** under the drop-down selection for how your student will be gone for that day

Select A Reason ▾

- Appointment
- Family Emergency
- Funeral
- Illness
- Mental Health Day

- Enter a **Note** to explain why your student will be out (optional)
- Click **Save**

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

Start Date: 09/20/2022  End Date (optional):  Illness ▾

Note

Johny is not feeling well today and will not be going to school.

Save Close

- A pop-up notification that your request has been submitted for the date you have requested will appear. You cannot make any edits once you have submitted your request. If changes need to be made, contact your school office staff

NOTE: When submitted, the student will be marked with an excused absence for all periods (secondary) and/or AM/PM (elementary)

Report Absences

✕

Absence request submitted for date
8/30/2022

Please contact the school if you would like to modify the requested day.

OK

Freshworks Switcher