



Attendance Monitor

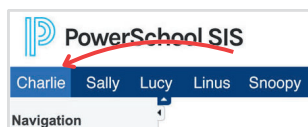
HOW TO REPORT A STUDENT ABSENCE PARENT/GUARDIAN GUIDE



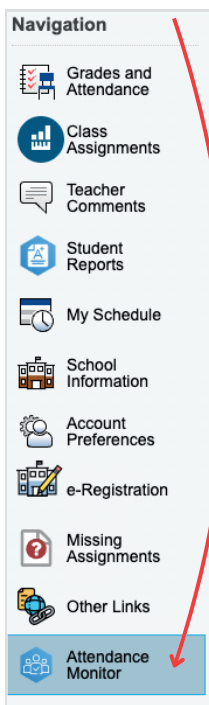
NEW FOR SCHOOL YEAR 2024-2025: Sign in to your PowerSchool Parent Portal account to record your child's absence!

1. Sign in to the **Skokie73.5 PowerSchool Parent Portal** at **sd735.powerschool.com**. (Jump to bit.ly/735PSLogin for a short video demonstration of the sign-in process.)

2. Click the **child's name** at the top of the screen.



3. Click the **Attendance Monitor** link in the LEFT sidebar to open the Attendance Monitor "Report Attendance" screen.



4. Click the **Report New Attendance** button

- Add the **Absence Date**
- Select the **reason for the absence** from the drop-down menu
- Add the **Explanation**
- Click the **Submit** button