

APPENDIX P

How to Report a Student Absence !!



Attendance Monitor

HOW TO REPORT A STUDENT ABSENCE

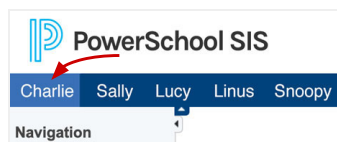
PARENT/GUARDIAN GUIDE



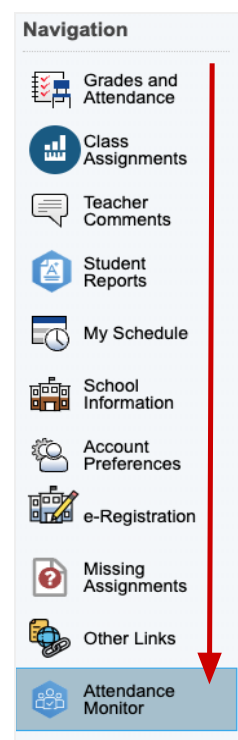
NEW FOR SCHOOL YEAR 2024-2025: Sign in to your PowerSchool Parent Portal account to record your child's absence!

1. Sign in to the **Skokie73.5 PowerSchool Parent Portal** at <http://sd735.powerschool.com>.
(Jump to <https://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

Report Attendance

Create Attendance Report

Student Name: Brown, Charlie

Absence Date: 05/01/2024 - MM/DD/YYYY

Leave second date empty if only reporting single day absence.

What is the reason for the absence?

Is this absence for the whole day?

Explanation

Submit