

parentsportal.scot



Absences

Guide for Parents

Via Parent Portal Phone App

You can use Parent Portal on your phone to report your child's absence:

1 In the **Services** tab...

2 Tap **Absences**

3 Select the absent child

4 Tap **Report Absence**

This is where you can see any past Absences.

Step 1: Your Services

Step 2: Absences

Step 3: Previous Absence Reports

Start	End	Reason
30 May 2023	30 May 2023	Illness
01 Jun 2023	02 Jun 2023	Family Activity
29 May 2023	29 May 2023	Medical Appointment
28 May 2023	28 May 2023	Family Activity
25 May 2023	25 May 2023	Illness
25 May 2023	25 May 2023	Family Activity

Step 4: Report Absence

Complete all sections of the form, including when the absence will be, the dates, and the reason - please include as much information as you can

11:56
TestFlight
Absence Reporting
Chloë Holding
New Absence Report
Absence Date
☒ Today
☐ Tomorrow
☐ Select Dates
Start Date *
31 May
End Date *
31 May
Reason for Absence *
Please Select Reason
Children Calendar Services Notifications 32 More

5
Select the
Dates of the
Absence

6
Select the
Reason for
the Absence

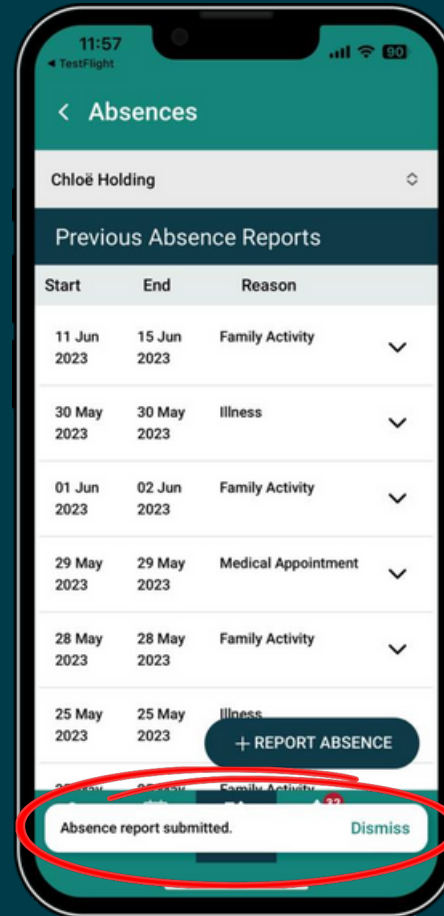
11:56
TestFlight
Absence Reporting
Chloë Holding
New Absence Report
Select Dates
Start Date *
11 June
End Date *
15 June
Reason for Absence *
Please Select Reason
Illness
Family Activity
Medical Appointment
Other
Children Calendar Services Notifications More

7
Add a Note
to explain
the Absence

11:56
TestFlight
Absence Reporting
Chloë Holding
New Absence Report
Select Dates
Start Date *
11 June
End Date *
15 June
Reason for Absence *
Family Activity
Notes *
we're taking Chloe out of school that week for a special family activity.
CANCEL SUBMIT
Children Calendar Services Notifications 32 More

8
Hit
Submit

A notification appears
confirming the report
was submitted



The new Absence has
now appeared at the
top of the list

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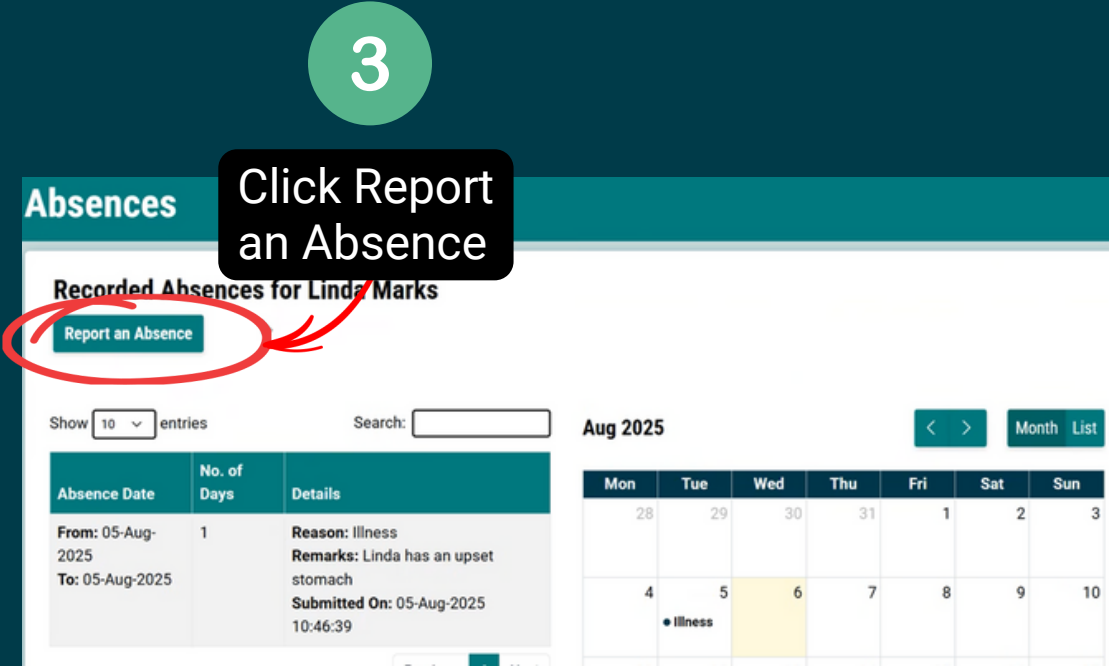
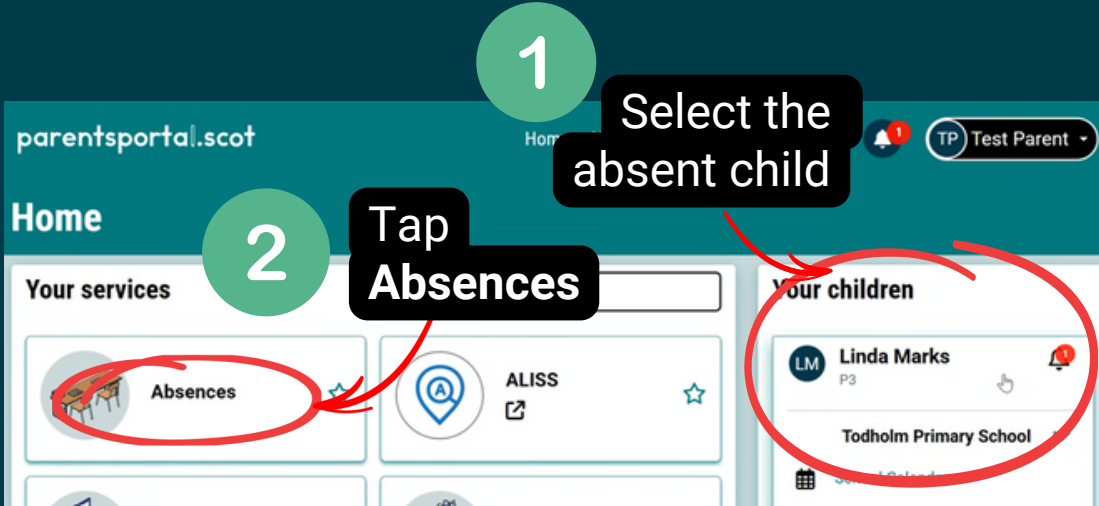


Absences

Guide for Parents

Via Internet Browser

You can use Parent Portal on your browser to report your child's absence:



(Not shown if only 1 child linked)

Report Absences

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Report Absence for Linda Marks

Details submitted on this page will be

authorised parent/guardian (if applicable).

- ☒ Today
- ☐ Tomorrow
- ☐ Select Dates

Select when the absence will be

5

Start date *

06-Aug-2025

End date *

06-Aug-2025

Or use **Selected Dates** and provide the start date and end date of the absence

Reason *

Medical Appointment

Notes *

Provide full details of absence.
E.g., Attending doctor's appointment, will collect at 12pm and return at 1pm.

I will be picking Linda up at 10.30 am for a doctors appointment and will bring her back at 12pm

8

Submit

Hit Submit Cancel

6

Select the reason for the absence

7

Provide as much detail as you can for the absence reason

Reason *

Medical Appointment

--- Select ---

Illness

Family Activity

Medical Appointment

Others

Recorded Absences for Linda Marks

[Report an Absence](#)

Show entries

Search:

Absence Date	No. of Days	Details
From: 07-Aug-2025 To: 07-Aug-2025	1	Reason: Medical Appointment Remarks: I will be picking Linda up at 10.30 am for a doctors appointment and will bring her back at 12pm Submitted On: 06-Aug-2025 10:53:50
From: 05-Aug-2025 To: 05-Aug-2025	1	Reason: Illness Remarks: Linda has an upset stomach Submitted On: 05-Aug-2025 10:46:39

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The absence has been sent to the school

You can now see the absence on the home screen of the absence service

Aug 2025

Month List

Mon	Tue	Wed	Thu	Fri	Sat	Sun
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29