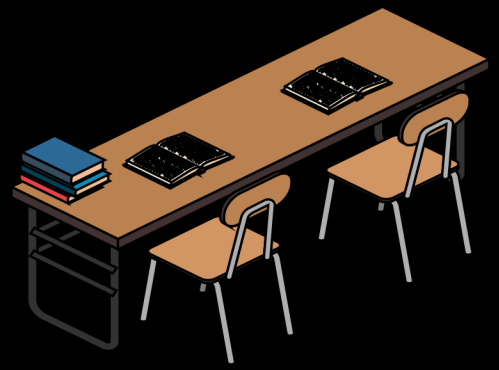
parentsportal.scot



Absences

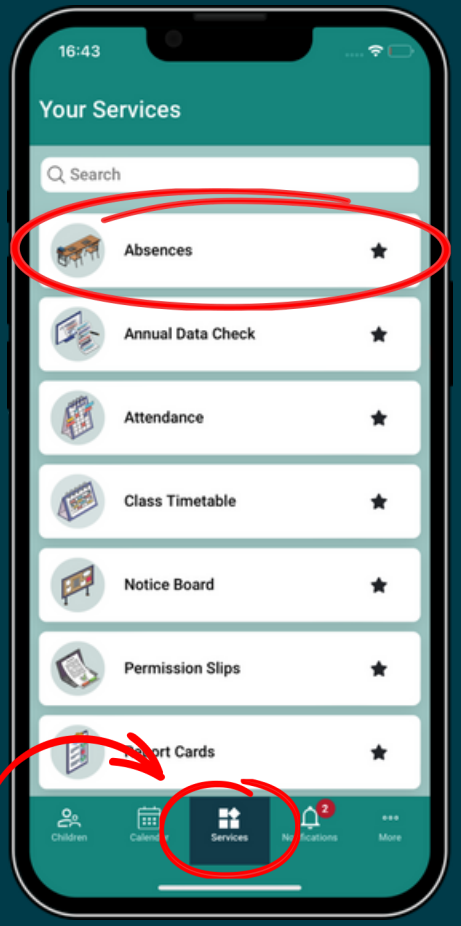
Guide for Parents

Via Parent Portal Phone App

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

1

In the **Services** tab...

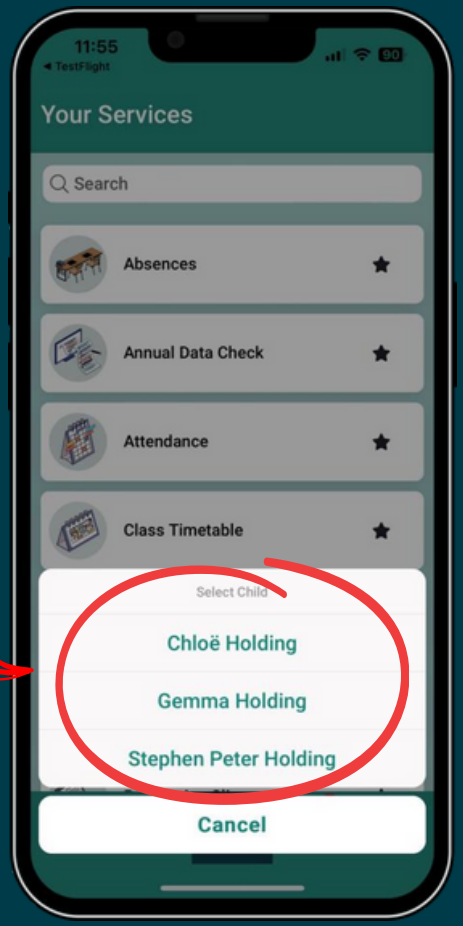


2

Tap **Absences**

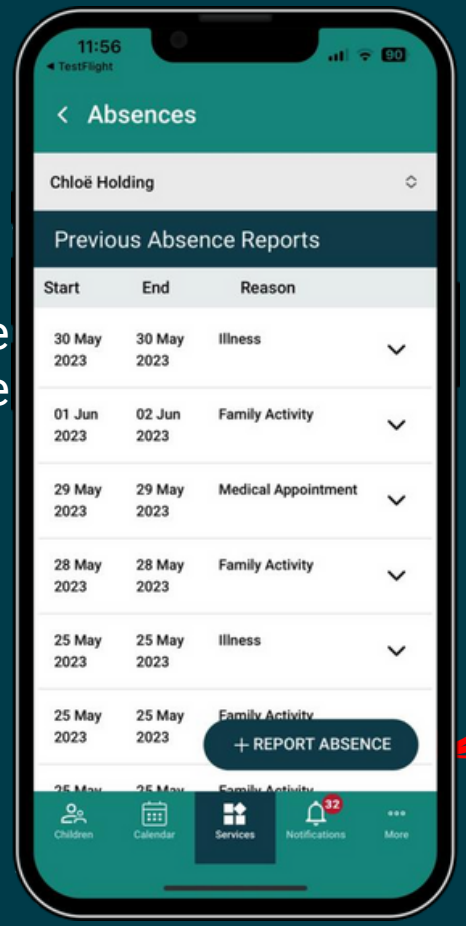
3

Select the absent child



(Not shown if only 1 child linked)

This is where you can see any past Absences.

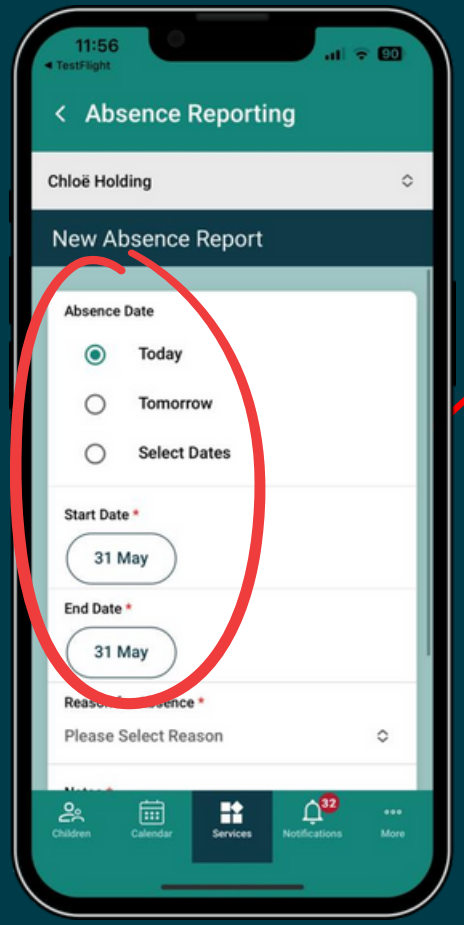


4

Tap **Report Absence**

parentsportal.scot

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

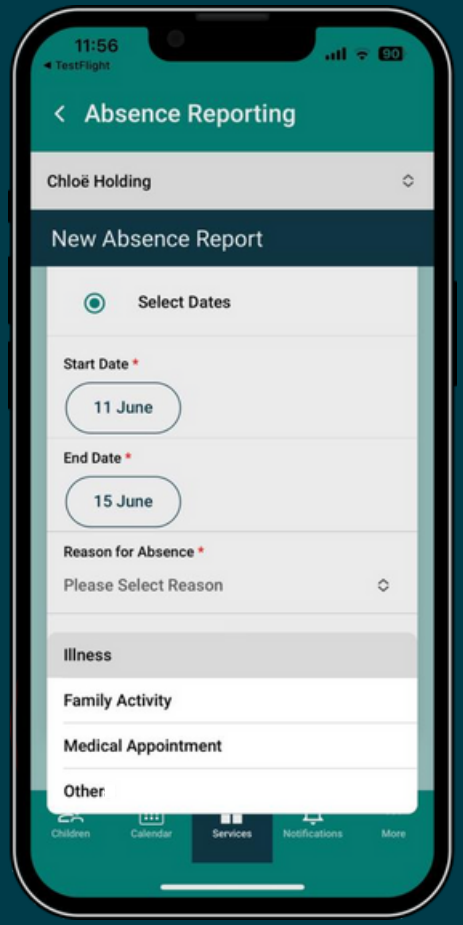


5

Select the Dates of the Absence

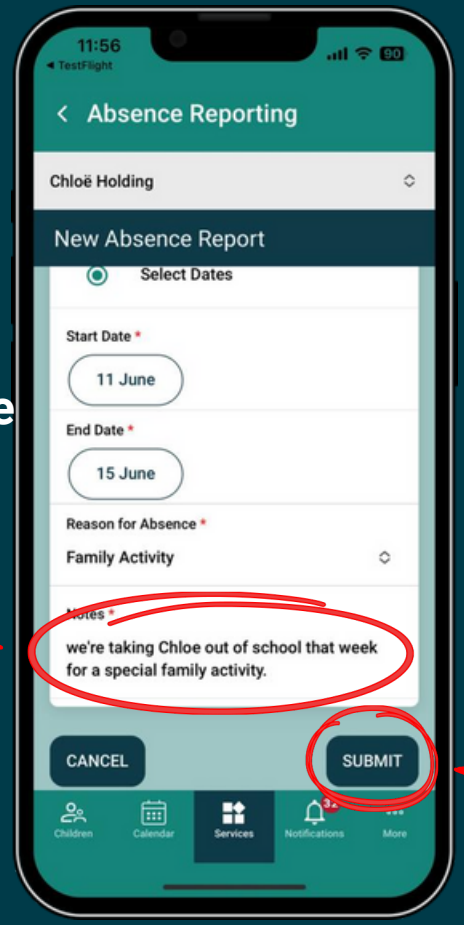
6

Select the Reason for the Absence



7

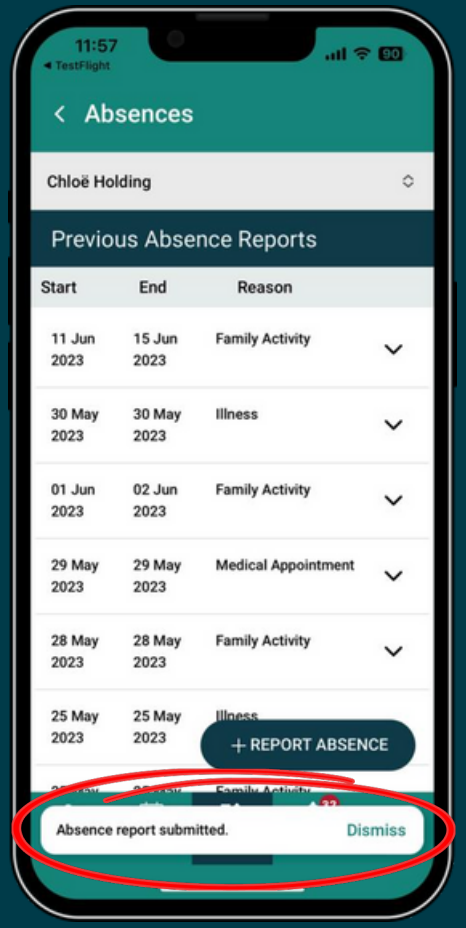
Add a Note to explain the Absence



8

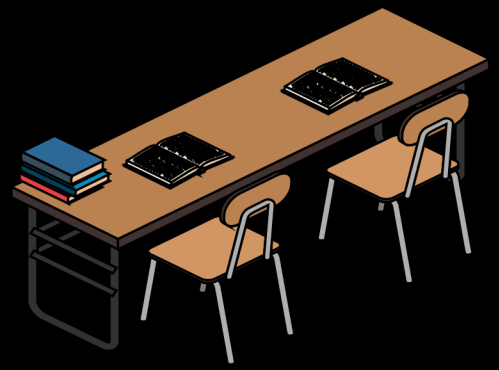
Hit **Submit**

A notification appears confirming the report was submitted



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

parentsportal.scot

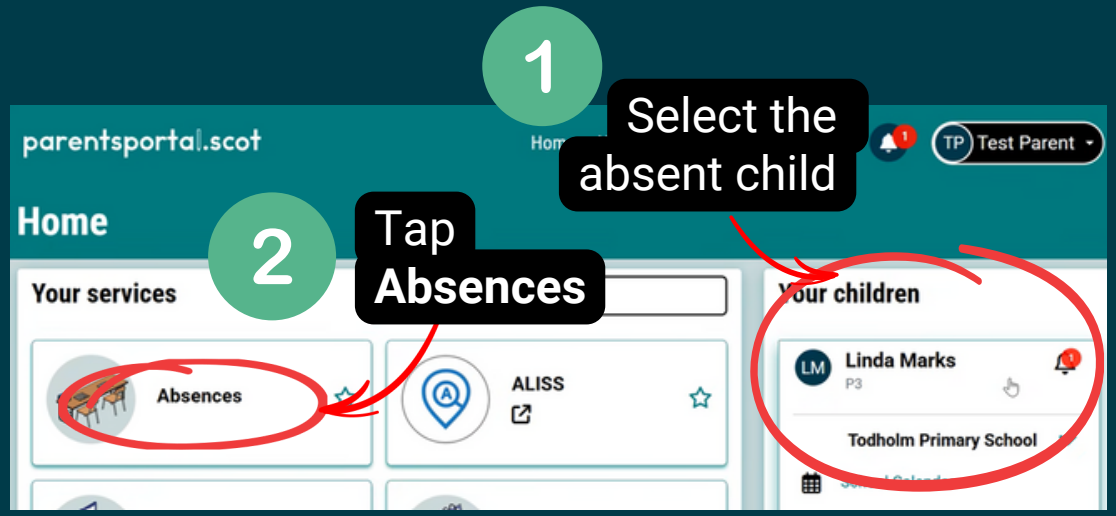


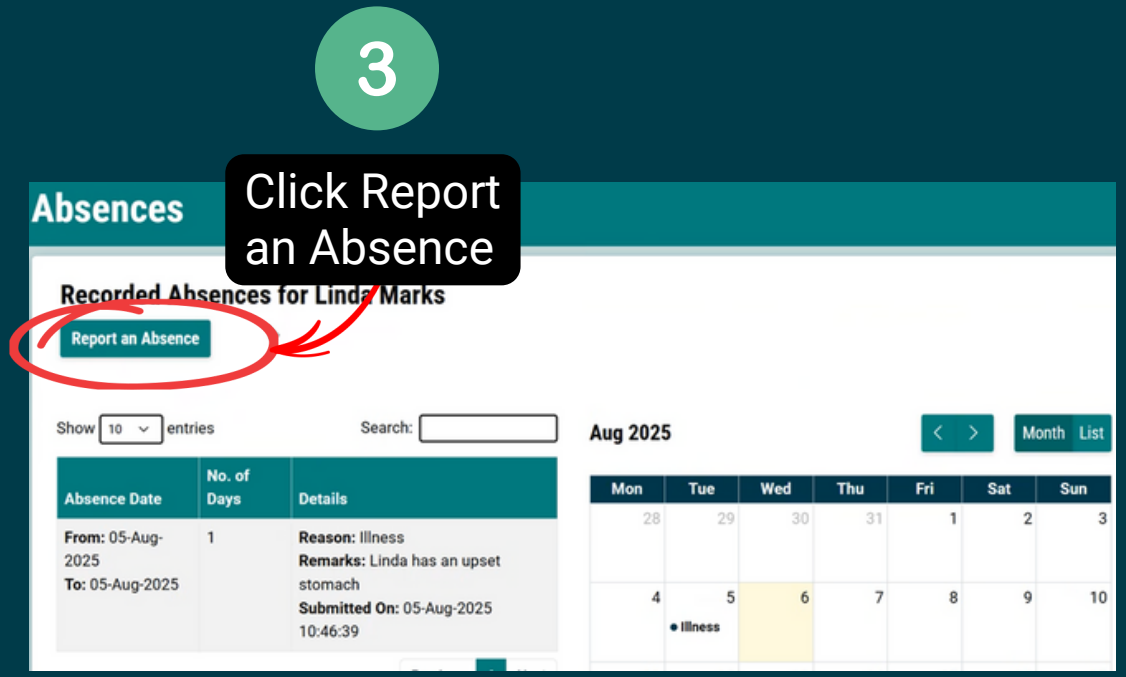
Absences

Guide for Parents

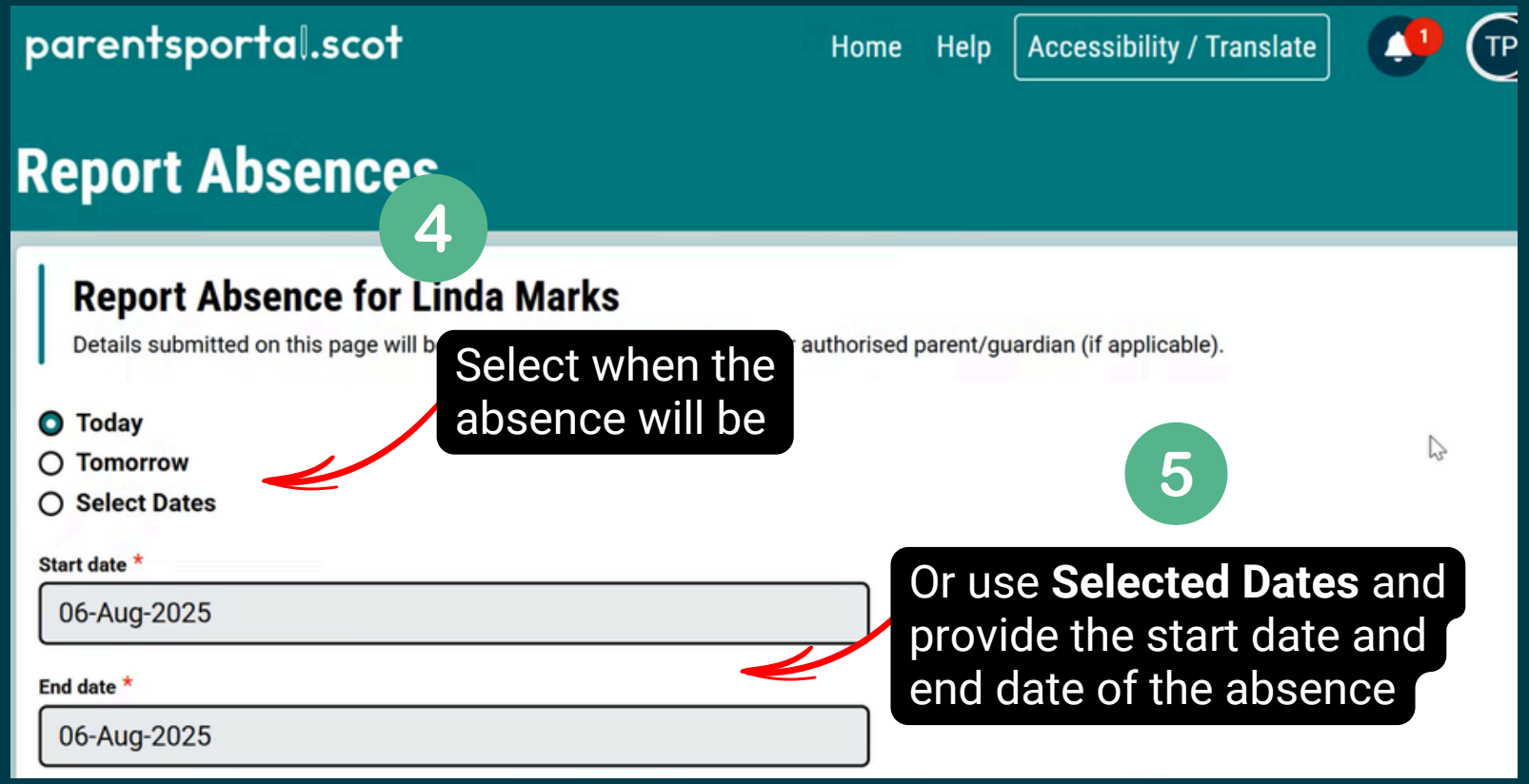
Via Internet Browser

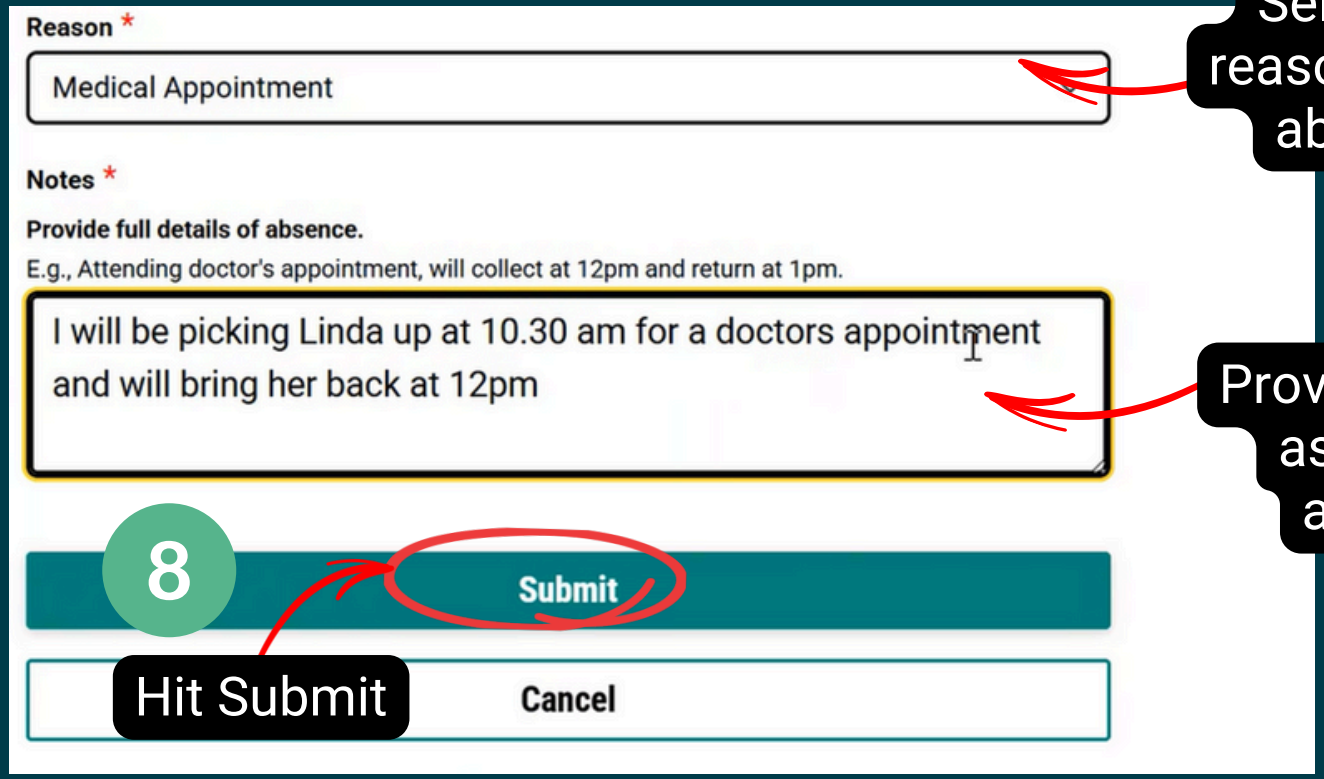
You can use Parent Portal on your browser to report your child's absence:





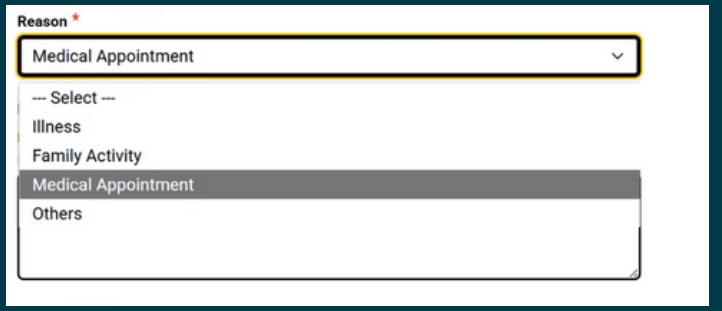
(Not shown if only 1 child linked)


parentsportal.scot
Home
Help
Accessibility / Translate
TP
Report Absences
4
Report Absence for Linda Marks
Details submitted on this page will b
authorised parent/guardian (if applicable).
Select when the absence will be
Today
Tomorrow
Select Dates
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



6

Select the reason for the absence

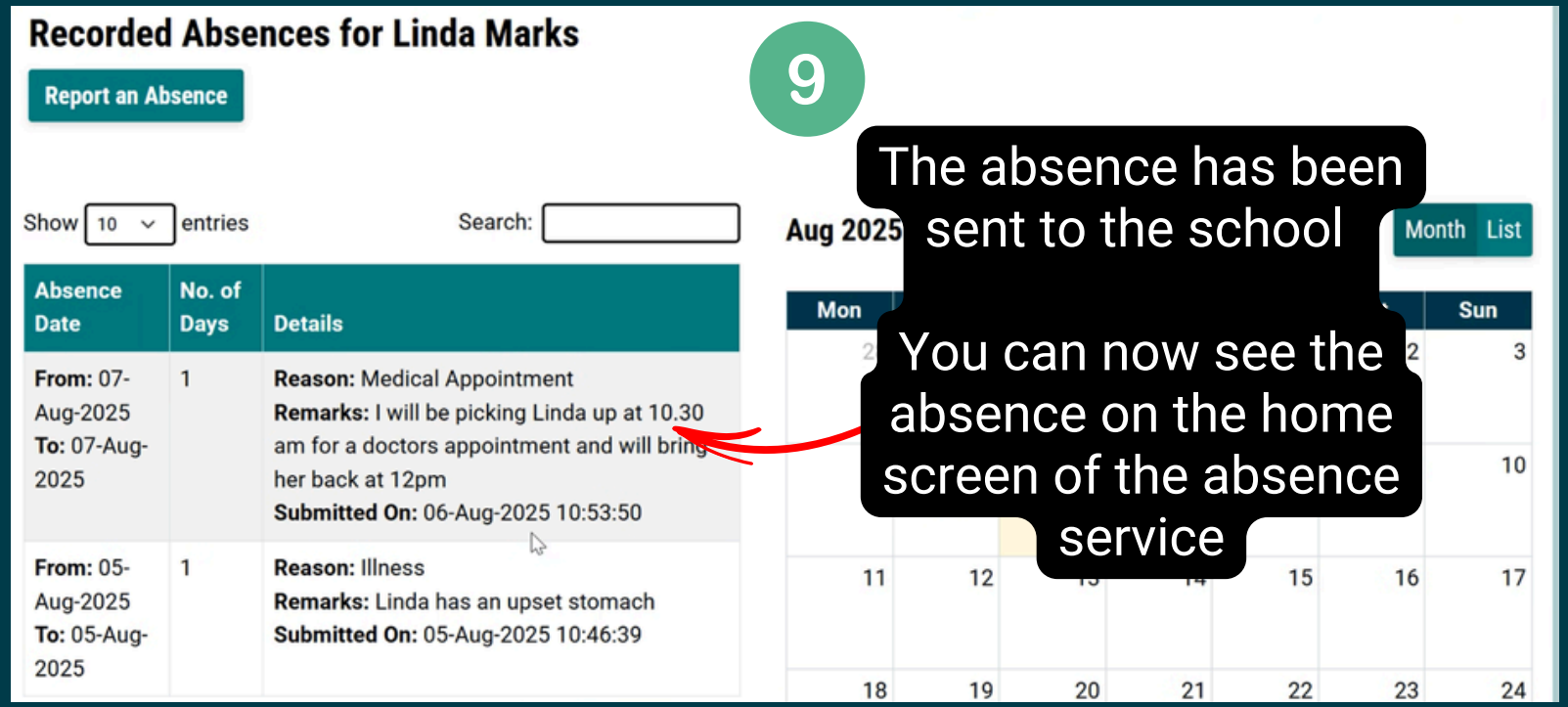


7

Provide as much detail as you can for the absence reason

8

Hit Submit


Recorded Absences for Linda Marks
Report an Absence
9
The absence has been sent to the school
You can now see the absence on the home screen of the absence service
Show 10 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
Aug 2025
Month List
Mon
Sun
3
10
11
12
15
16
17
18
19
20
21
22
23
24