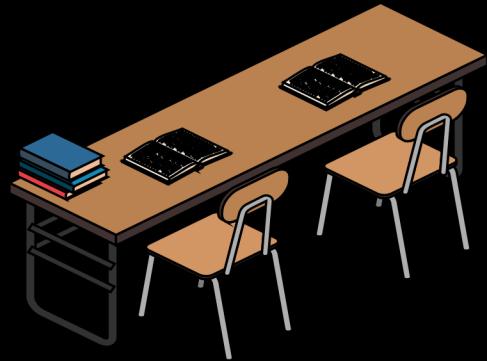


**parentsportal.scot**



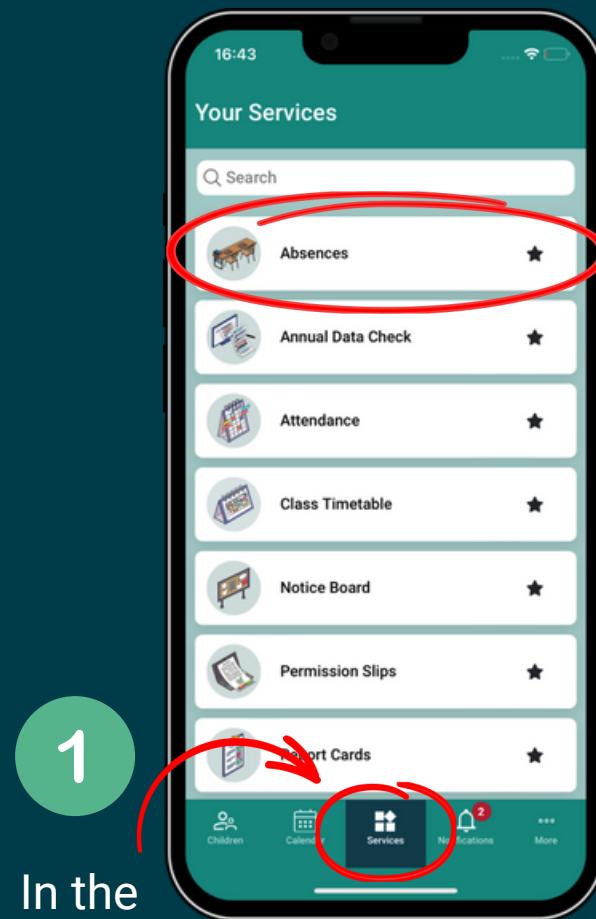
# Absences

---

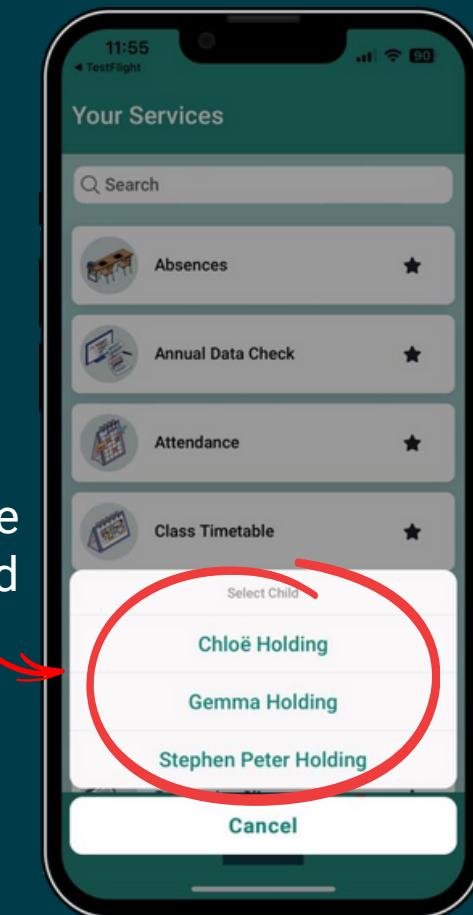
Guide for Parents

Via Parent Portal Phone App

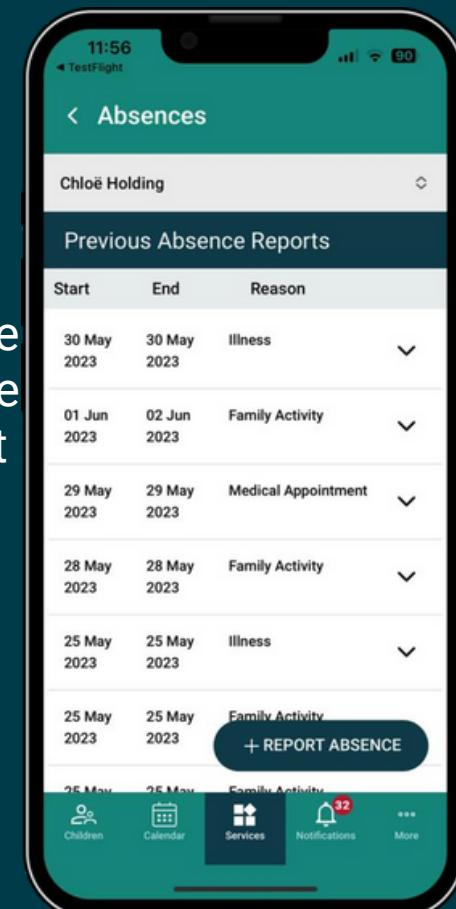
You can use Parent Portal on your phone to report your child's absence:



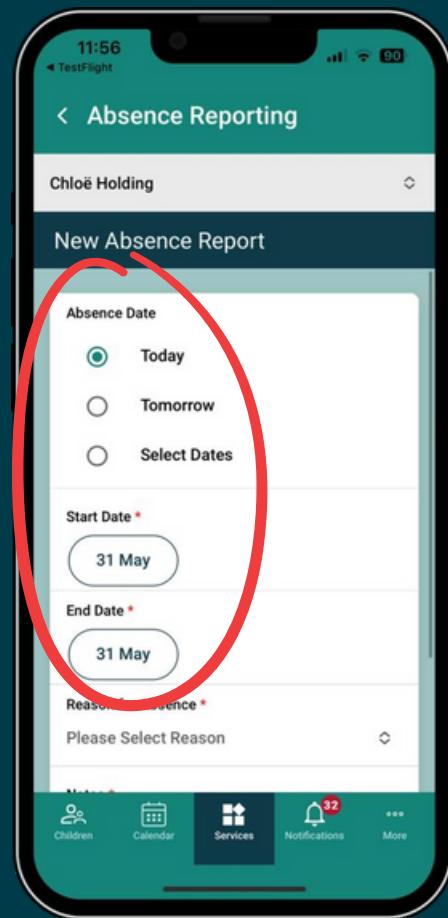
2 Tap Absences



This is where you can see any past Absences.



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



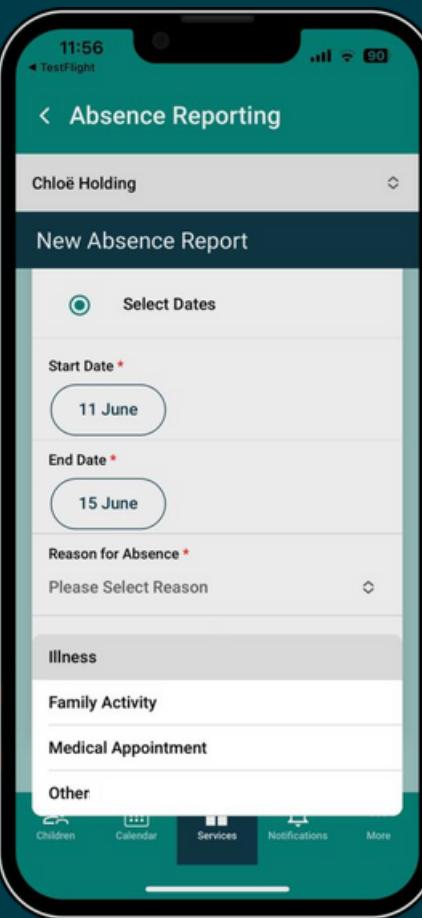
11:56  
TestFlight  
< Absence Reporting  
Chloë Holding  
New Absence Report  
Absence Date  
Today  
Tomorrow  
Select Dates  
Start Date \*  
31 May  
End Date \*  
31 May  
Reason for Absence \*  
Please Select Reason  
Children Calendar Services Notifications More

5

Select the  
Dates of the  
Absence

6

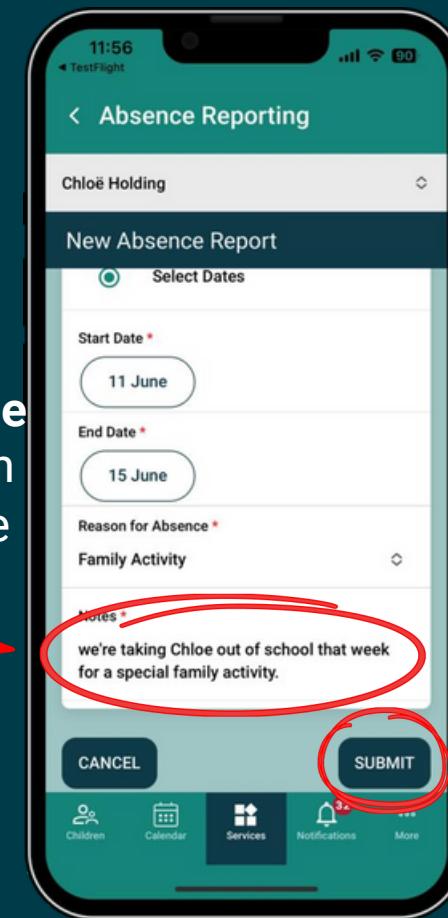
Select the  
Reason for  
the Absence



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 More

8

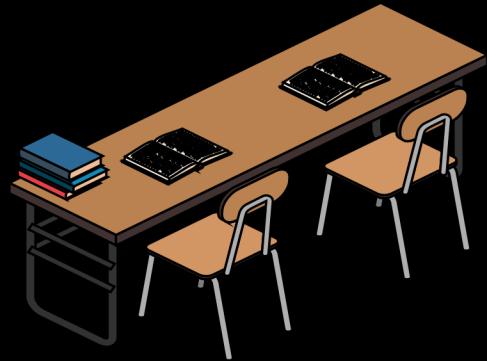
Hit  
Submit

A notification appears confirming the report was submitted



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

**parentsportal.scot**



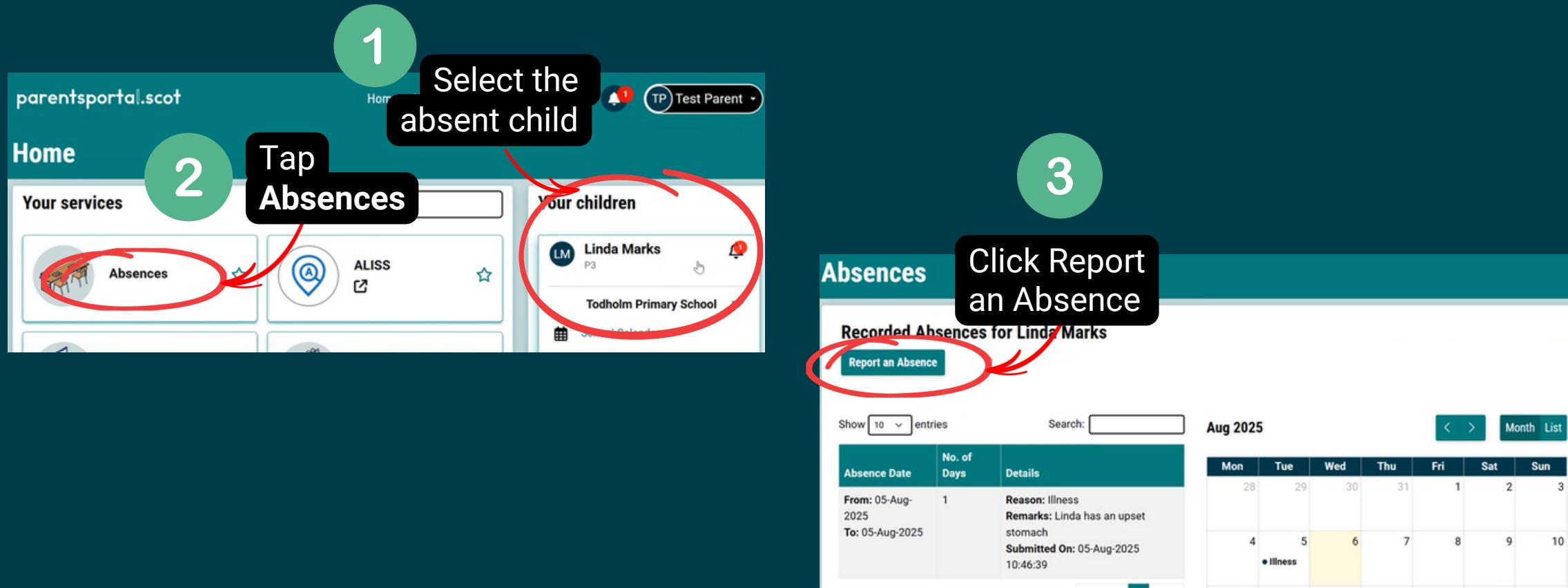
# Absences

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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

4

### Report Absence for Linda Marks

Details submitted on this page will be sent to the school or authorised parent/guardian (if applicable).

- Today
- Tomorrow
- Select Dates

Select when the absence will be

Start date \*

06-Aug-2025

End date \*

06-Aug-2025

5

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

Reason \*

Medical Appointment

--- Select ---

Illness

Family Activity

Medical Appointment

Others

7

Provide as much detail as you can for the absence reason

Recorded Absences for Linda Marks

Report an Absence

Show 10 entries Search:

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

9

The absence has been sent to the school

Aug 2025

Mon Sun

2 3 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

Month List

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