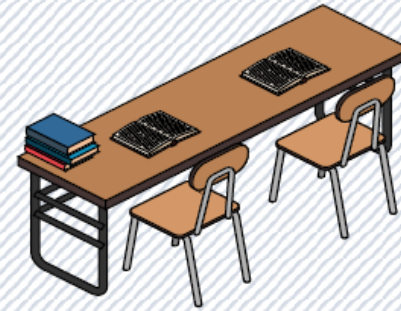


parentsportal.scot



Absences

A Guide for Parents

This guide will show you how to:

**Submit an Absence Report
as a parent**



Sign in to Parentsportal.scot and select the Absences tiles

The image consists of three smartphone screenshots illustrating the steps to report an absence. The first screenshot shows the 'Your Services' menu with the 'Absences' tile circled in red. The second screenshot shows a 'Select Child' dialog with three children listed: Chloë Holding, Gemma Holding, and Stephen Peter Holding, with Chloë Holding circled in red. The third screenshot shows the 'Absences' page for Chloë Holding with a table of previous absence reports and a '+ REPORT ABSENCE' button circled in red.

Tap Absences

In the Services tab...

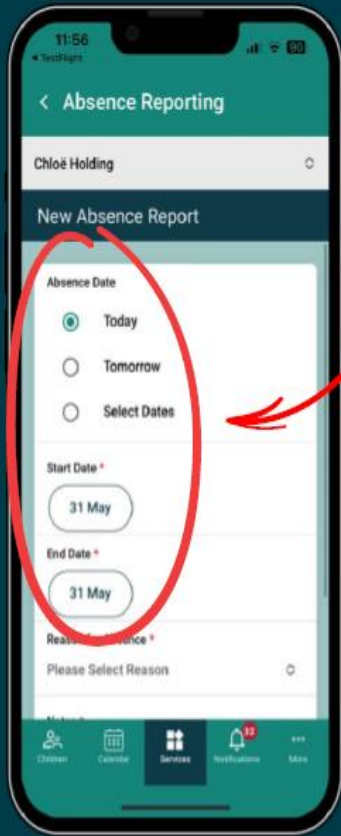
Select the absent child

This is where they can see any past Absences.

Tap Report Absence

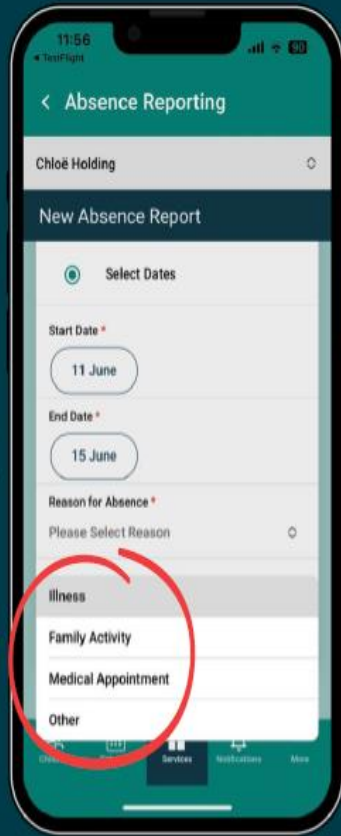
(Not shown if only 1 child linked)

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		▼

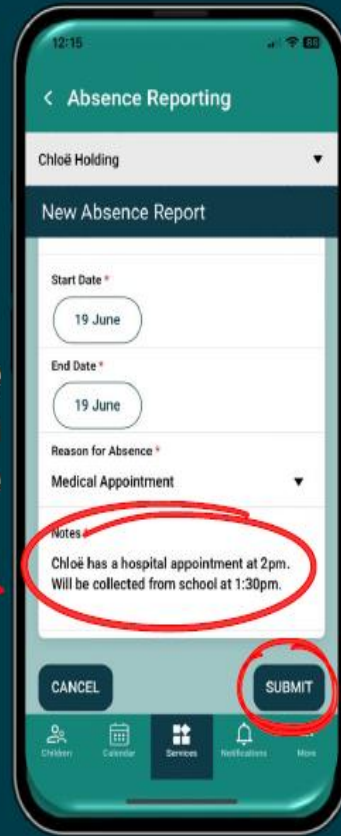


Select the Dates of the Absence

Select the Reason for the Absence

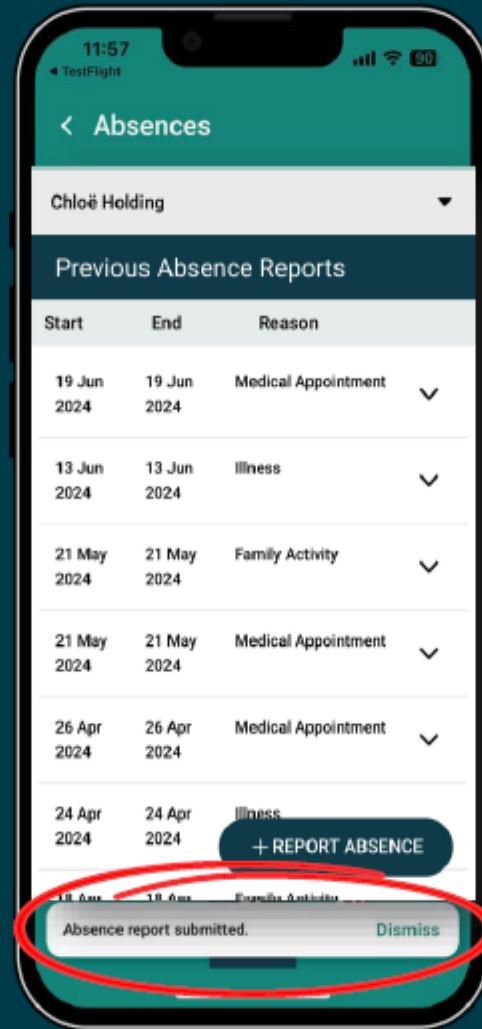


Add a Note to explain the Absence



Hit Submit

**A notification appears
confirming the report
was submitted**



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