Parent VUE powered by (Synergy Parent Submitted Attendance Web Version

Elgin School has enabled **Parent Submitted Attendance** in ParentVUE. Parents may then submit absences, tardies, and requests for early dismissals using the Report Attendance button with either the ParentVUE mobile app or web portal. Parents may submit attendance information for the current school day and up to 30 days in advance. Elgin School's deadlines for reporting same-day early dismissals is 1:00 PM, Monday-Thursday, and 12:00 PM on Fridays.

If you need to make a change to submitted attendance, contact the office.

LOGIN TO PARENTVUE

- 1. In your web browser go to <u>https://sonoita.apscc.org/PXP2_Login_Parent.aspx?Logout=1®e_nerateSessionId=True&Logout=1®enerateSessionId=True.</u>
- 2. Click on I am a parent>>.
- 3. Enter your user name and password and click on Login.

	Login
User Name:	
maryjosmith	
Password:	
	Login

SELECT A STUDENT AND REPORT ATTENDANCE

 Once you have logged into ParentVUE, click on the Report Attendance button for the student.

Hiside ES (5) 1045220 (571-252-2170)	My Accessiti Ptage Loudoun County Public Schools Good atternoon, 5/12/220
	ID: Hillisde ES A Grade report period 'Marking Period 4' is ending on 6/10/2020

2. Enter the date of the absence, tardy, or early dismissal. The End Date is optional.

Report Attendance -											
Please select the day(s) for which times, then click Save.	the student will be	e abse	ent, I	tardy	or r	equi	re an e	arly dis	mise	sal, €	ent
Start Date: 05/11/2020	End Date (optiona 05/13/20): 20						S	Sele	ect	A
Note			la	y 2	020	D			J	lun	ie
	S	м	т	w	т	F	s	s	м	т	V
	26	27	28	29	30	4	2	31	1	2	1
											T
	3	4	5	6	7	8	9	7	8	9	4
	3	4	5 12	6 13	7 14	8 15	9 16	7 44	8 45	9 46	4

 Choose the appropriate reason from the from the Select A Reason dropdown menu (Report Absence, Report Tardy, or Report Dismissal).

Report Attendance -						3
Please select the day(s times, then click Save.) for which the	e student will be absent, tard	y or require an ea	arly dismissal, enter a deta	ailed reason,	including
Start Date: 05/11/2020		End Date (optional): 05/13/2020	=	Select A Reas	on 🗸	
Note			L	Report Attendance		
		Add	doctor's note or d	ocument		
		h				

SELECT A STUDENT AND REPORT ATTENDANCE cont.

- 4. Enter a very detailed note. If reporting an early dismissal, enter the dismissal time in this field.
 - If reporting an absence due to illness, provide detailed symptoms.

times, then click Save.		
Start Date: 05/11/2020	End Date (optional): 05/13/2020	Report Attendance -
Note		
Out of town to visit family		dd doctor's note or document

- 5. **Optional:** Upload a note from a physician or other health care provider.
 - Click the Add doctor's note or document button.
 - Locate and select the document on your computer/device.

CIICK Open.	C	lick	0	pen.
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wellness visit	Doctors_Note.pdf
	Add doctor's note or documer

- If you need to upload a different document, click the blue minus sign next to the document's name and repeat the process.
- 6. Click **Save**. The attendance report is submitted to the school for review and processing. If you need to make a change, contact the office.

ParentVUE powered by (Synergy Parent Submitted Attendance Mobile App

Elgin School has enabled Parent Submitted Attendance in ParentVUE. Parents may then submit absences, tardies, and requests for early dismissals using the Report Attendance button with either the ParentVUE mobile app or web portal. Parents may submit attendance information for the current school day and up to 30 days in advance. Elgin School's deadlines for reporting same-day early dismissals is 1:00 PM, Monday-Thursday, and 12:00 PM on Fridays.

If you need to make a change to submitted attendance, contact the office.

OPEN PARENTVUE AND SUBMIT ATTENDANCE

- 1. Log into the ParentVUE mobile app.
- 2. Tap **Report Absence** on the banner of the child who will be absent, tardy or have an early dismissal.



3. Choose a Start Date and End Date (optional).



 Choose the appropriate reason from the from the Select Reason dropdown menu (Report Absence, Report Tardy, or Report Dismissal).

〈 Student List Re	port Absences
Grade: 01 Hillside ES	
Please select student will for the abse	ct the days(s) for which be absent, enter a reason ence, then select submit.
Start Date: 05/08/2020	End Date: (Optional) End Date
Select Reason: Report Attendance	•

OPEN PARENTVUE AND SUBMIT ATTENDANCE cont.

- 5. Enter a very detailed note. If reporting an early dismissal, enter the dismissal time in this field.
 - If reporting an absence due to illness, provide detailed symptoms.



- 6. **Optional:** Upload a note from a physician or other health care provider.
 - Tap Attach doctor's note or document. Follow the prompts to allow ParentVUE to access your camera.
 - Tap the button to take a photo of the note/document.
 - Tap Save.

〈 Student List Rep	ort Absences
Grade: 01 Hillside ES	
Please selec student will b for the abser	t the days(s) for which be absent, enter a reason nce, then select submit.
Start Date:	End Date: (Optional)
05/08/2020	End Date
Select Reason:	
Report Attendance	•
PDF	05200202PM.pd

- If you need to upload a different document, tap the red minus sign next to the document's name and repeat the process.
- 7. Tap **Save**. The attendance report is submitted to the school for review and processing. If you need to make a change, contact the office.