



# GOODRICH AREA SCHOOLS

## Reporting Absences through ParentVUE

**We are happy to announce that all parents now have the ability to report their student's absence(s) electronically through ParentVue.**

**NOTE: This option is limited to the current date and future absences up to 60 days only.**

### Reporting Future Absences Instructions

1. Click **Report Absence** to open the Report Absences screen.

Theresa  
Adams Elementary

[Report Absence](#)

2018-01-02: Attendance notes for 01/02/2018, 12/05/2017, 11/08/2017...  
Total Events: 3 [Show Events](#)

2. Enter the **Start Date**.

The **Start Date** defaults to the current date. This field does not display the current date if absences are reported from the Attendance screen.

3. Select an **End Date**.
4. Elect a reason for the absence.
5. Enter a **Note**, if needed.

Report Absences -

**i** Please select the day(s) for which the student will be absent, enter a reason for the absence, then click submit.

Start Date: 01/21/2019  End Date (optional):  Illness

Note

6. Click **Save**.