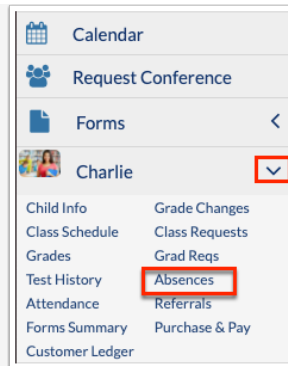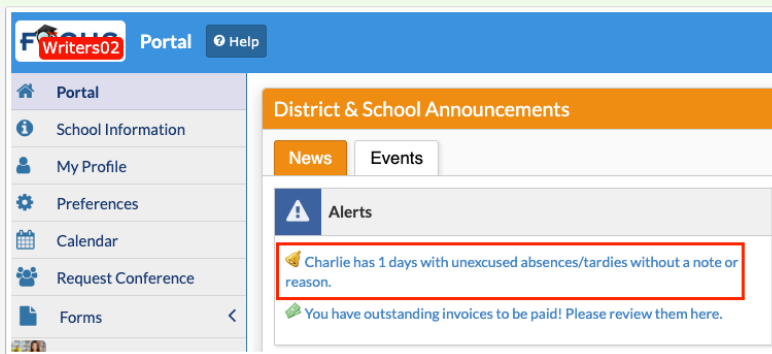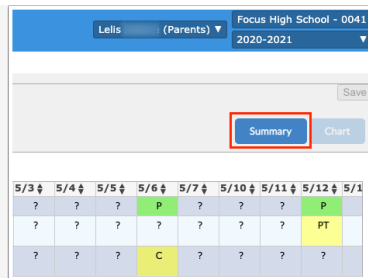# FOCUS Attendance notes for PARENTS

As a parent, click the down arrow next to the applicable student, then click **Absences**.

If your student has unexcused absences or tardies, an alert displays on the Portal in the Alerts section. Click the alert to navigate to the Absences (Summary) screen.

If the screen opens to the Attendance Chart, click **Summary**.

From this screen, you have the ability to review daily attendance displayed by period.

You will see the Date, the Daily attendance code, attached Excuse Note(s), Note Status, the Time In and Time Out (if applicable), and all attendance codes per period.

ADDING EXCUSE NOTES

To add excuse note(s) for a student, hover over the Excuse Note field, then choose the method – Scan (requires scanner attached to computer), Upload (file saved on your device) or Photo (requires camera on your device)

**1.** Select the **Scanner** from the pull-down, set additional settings, then click **Scan**.
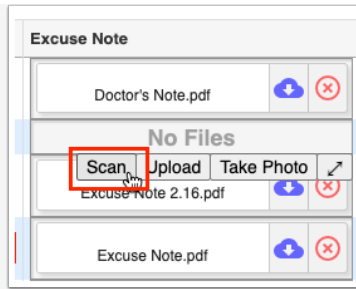
2. Click **Upload** if the file is already saved on your computer.

Search for the file, click the file, then click **Open**. Note: You cannot upload Word documents. However, you can save a Word document as a PDF, then upload it.
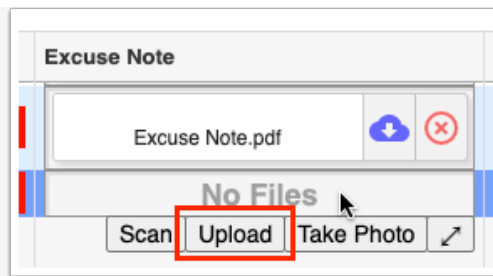
3. Click **Take Photo** to take a picture of the note with your computer camera.

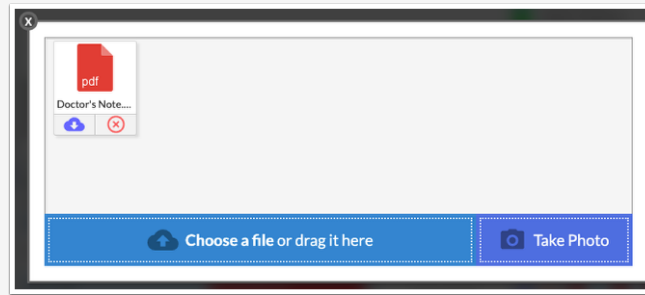Once the note is in view of the camera, click **Take Photo**.
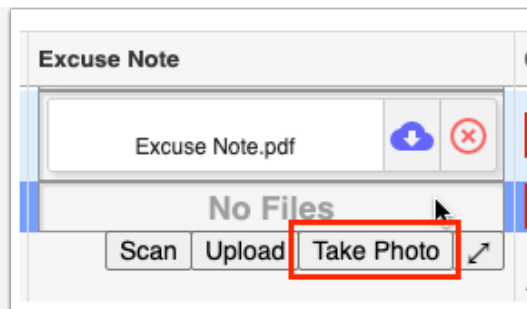
4. Click the red **X** to Delete the excuse note. Note: You can only delete excuse notes that you have uploaded. You cannot delete notes uploaded by other users.

Date	Daily	Excuse Note	Note Status
May 21, 2021	Present	No Files	N/A
May 20, 2021	Present	No Files	N/A
May 19, 2021	Unexcused Absence	Excuse Note Absence May 19.pdf	N/A
May 17, 2021	Present	No Files	N/A

Click the expansion arrows to view the Excuse Note field in a pop-up window where you can drag files for uploading, view uploaded files, and take photos, as needed.

5. The **Note Status** displays the excuse note approval flow status including Pending (awaiting administrative review), Approved, or Denied.

6. If the administrative user has added a message, click **View Message** to read the message.

Read the message and click **Close**.