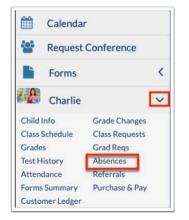
FOCUS Attendance notes for PARENTS

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.

*	Portal	District & School Announcements
0	School Information	District & School Announcements
2	My Profile	News Events
ø	Preferences	A Alerts
**	Calendar	
101	Request Conference	Charlie has 1 days with unexcused absences/tardies without a note or reason.
	Forms <	You have outstanding invoices to be paid! Please review them here.

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

- 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)
- Select the Scanner from the pull-down, set additional settings, then click Scan.

No Files	Doctor	r's Note.pdf		0	8
		No Files			
	Scan	Jpload	Take	Photo	2
Excuse Note 2.16.pdf				G	Š

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.

		T I	_
Excus	se Note.pdf	0	8
	No Fil	es	
 Scan	Upload	Take Photo	1

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.

xcu	ise Note			
	Excus	se Note.pdf	0	\otimes
		No Fi	es ト	
	Scan	Upload	Take Photo	2

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.

Daily	Excuse Note	1	Note Status
Present	No Files	Excuse Note Absence Ma Size: 16kb	y 19.pdf
Present	No Files		
Unexcused Absence	Excuse Note Absence May 19	~ ~ ~	am N/A
Present			N/A

Doctor's Note	
Choose a file or drag it here	💿 Take Photo

- 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.

Daily	Excuse Note	Note Status	01	02	03	04	05	06	07
Present	No Files	View Message N/A		U					
Present	No Files	N/A		U					
Unexcused Absence	Excuse Note Absence May	KDenied View Message	U	U	U	U	U	U	U
Present	No Files	N/A		т					
Present	Doctor's Note.pdf	Approved	PT	U					
Present	No Files	N/A		C	U				

Read the message and click Close.

Excuse Note Message	
Please upload an excuse note for this absence, if applicable.	h
	Close