

Parent Portal Attendance Note Instructions

Anytime your child will be/has been absent, will be late or will need to be dismissed early, please follow the below steps:

1. Log onto your Parent Portal account
2. Select the child you're submitting for by clicking their name across the top
3. Click **"Forms"** in the **Navigation** bar
4. Select the appropriate **"Form Name"** for absence, dismissal or tardy
5. Enter the data. If you have documentation, click **"Add Document"**
6. You **must** consent to electronic signature and type your signature
7. Click **"Submit"** – Once you submit you have completed the required notification of absence. There is no need to call or send in a note.

Chewy Fred Job

Navigation

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Attendance

Status	Form Name	Form Description	Category
Submitted	Student Absence Note	Please fill out if your child will be or has been absent for any reason.	Attendance
Empty	Student Early Dismissal Request Form	Please fill out if your student will need to be dismissed from school early.	Attendance
Empty	Student Tardy Form	Please fill out if your student will be late for any reason.	Attendance

[ATT] - Student Absence Note (Including if your child missed online instruction)
[ATT] - Student Early Dismissal Request Form (Including if your child will need to sign out of online instruction early)
[ATT] - Student Tardy Note (Including if y

There are no previous responses to this form.

[ATT] - Student Absence Note (Including if your child missed online instruction)
 Please fill out if your child will be or has been absent for any reason. This form should also be submitted if your child didn't sign on for online instruction.

A written explanation for Chewy's absence is required by the School Code of Pennsylvania within three (3) days of the student's return to school. Any absence of three (3) or more days requires a Doctor's note. A full list of excused absences can be found on [Board Policy 204](#) which can be located [here](#).

Date(s) of Absence
 Parental excuse - 1-2 days ONLY - Dr's excuse - 3 or more days

First day of absence *

Last day of absence *
 Can be the same as the first day

Total Number of Days

Reason *

Dr's Note or other absence documentation

Document Attachment

Add Document

Document Name	User	Upload Date