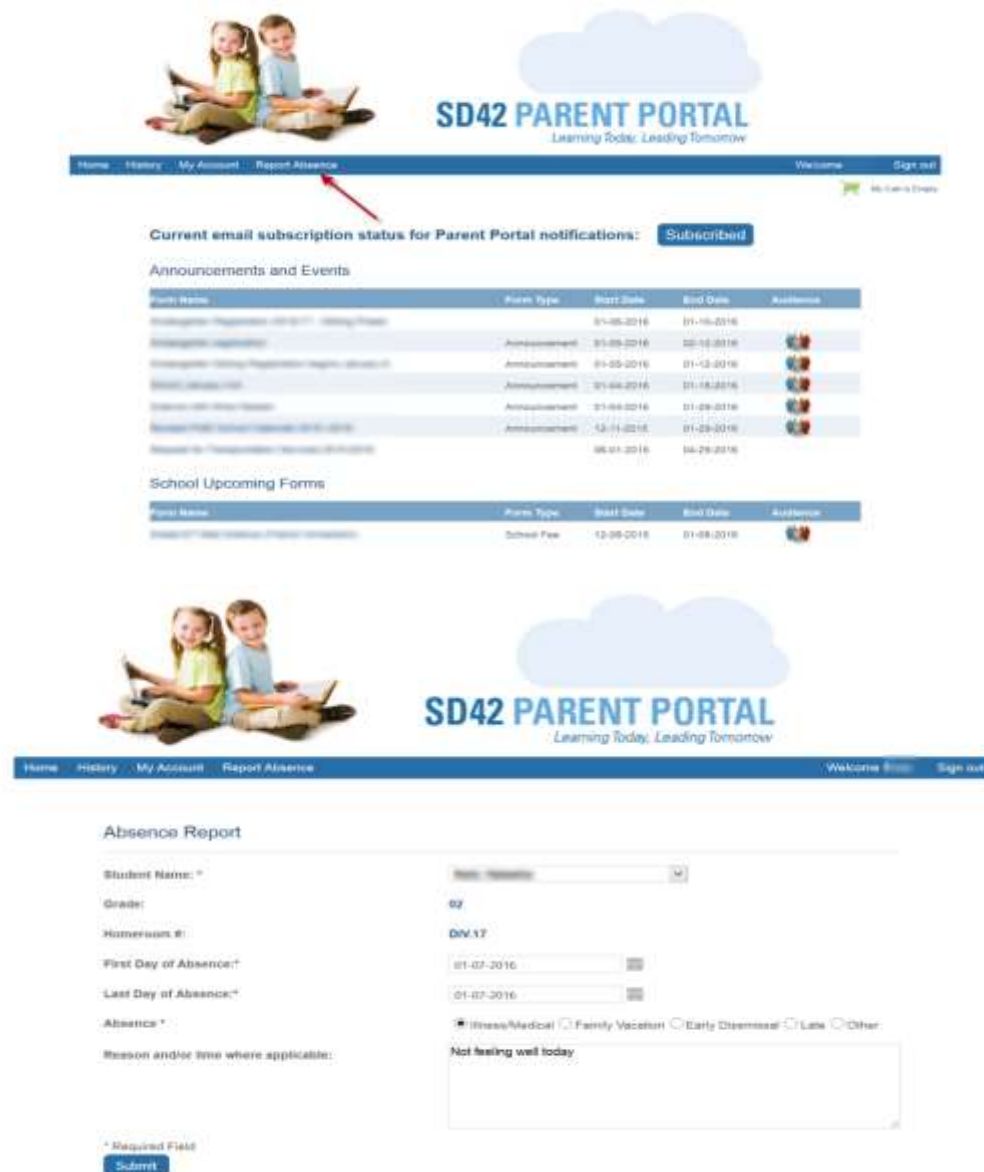


## You can now report your child's absence online through the Parent Portal.

### HOW TO REPORT AN ABSENCE THROUGH THE PARENT PORTAL:

1. Log into your Parent Portal account (<http://parents.sd42.ca>) and click on the "Report Absence" tab in the main menu.
2. Select your linked child from the drop down menu. Your child's grade and division will automatically appear.
3. Select the days of absence and provide the school with a reason for the absence and any other information you feel is relevant.
4. Click on the "Submit" button. The system will send a notification email to the school, and will also send a confirmation email to the email address linked to your Parent Portal account.

If you are reporting your child's absence through the Parent Portal, you do not need to call the school.



**SD42 PARENT PORTAL**  
Learning Today. Leading Tomorrow

Home History My Account **Report Absence** Welcome Sign out

Current email subscription status for Parent Portal notifications: **Subscribed**

**Announcements and Events**

Event Name	Event Type	Start Date	End Date	Audience
International Day of the Girl (Oct 11) - Morning Event	Announcement	01-05-2016	01-15-2016	
International Day of the Girl	Announcement	01-05-2016	02-15-2016	
International Day of the Girl (October 11th) - Afternoon	Announcement	01-05-2016	01-12-2016	
World's Water Day	Announcement	01-04-2016	01-18-2016	
October 11th - World Water Day	Announcement	01-04-2016	01-09-2016	
Report to the School (October 11th - 2016)	Announcement	12-11-2015	01-29-2016	
Report to the Superintendent (October 11th - 2016)		06-01-2016	04-29-2016	

**School Upcoming Forms**

Form Name	Form Type	Start Date	End Date	Audience
Report to the Superintendent (October 11th - 2016)	School Fee	12-09-2015	01-09-2016	

**Absence Report**

Student Name: \*

Grade:

Home room #:

First Day of Absence: \*

Last Day of Absence: \*

Absence: \* ☒ Sickness/Medical ☐ Family Vacation ☐ Early Dismissal ☐ Late ☐ Other

Reason and/or time where applicable:

\* Required Field

**Submit**