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 (<u>http://parents.sd42.ca</u>) 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.

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