

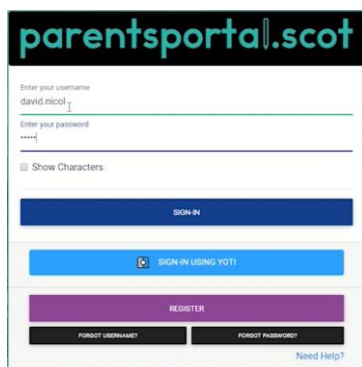
Reporting a School Absence on Parent Portal – Parents Steps

Welcome to parentsportal.scot, in this document we will provide a step by step guide for parents, carers, on the new absence reporting service using parentsportal. This convenient new service will mean that parents don't have to phone the school in the morning to inform you that their child, or children will be absent from school.

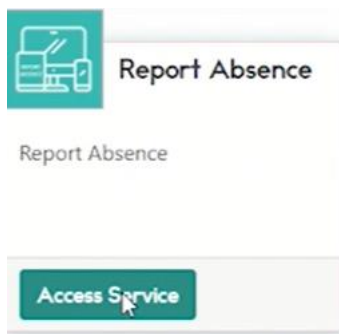
When the parent logs the child's absence on parentsportal, a message will be sent directly to the school to acknowledge.

Pre-requisite: User must have access to parentsportal.scot and any field with red asterisks (*) beside them is a mandatory and must be completed.

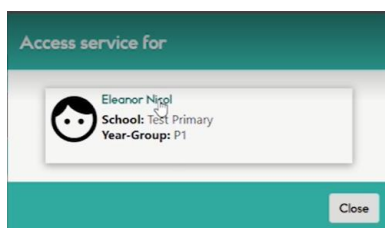
Step 1: Sign into Parent Portal using your user name and password

The screenshot shows the login page for parentsportal.scot. At the top, the logo 'parentsportal.scot' is displayed in a dark teal box. Below the logo, there are two input fields: 'Enter your username' with the text 'david.nicol' and 'Enter your password' with masked characters '.....'. A checkbox labeled 'Show Characters' is positioned below the password field. There are four buttons: a blue 'SIGN IN' button, a light blue 'SIGN IN USING YOTT' button, a purple 'REGISTER' button, and two small black buttons labeled 'FORGOT USERNAME?' and 'FORGOT PASSWORD?'. A 'Need Help?' link is located at the bottom right of the form area.

Step 2: Select Report Absence

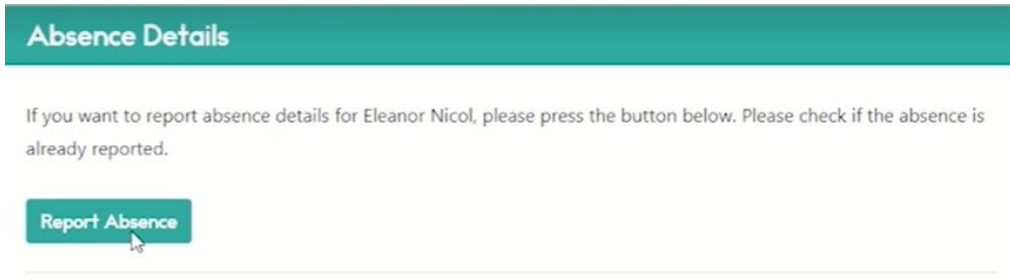


Step 3: Click on the child name you wish to report absence for



This allows parent/carer to view any previous absences reported for the child using parent portal.

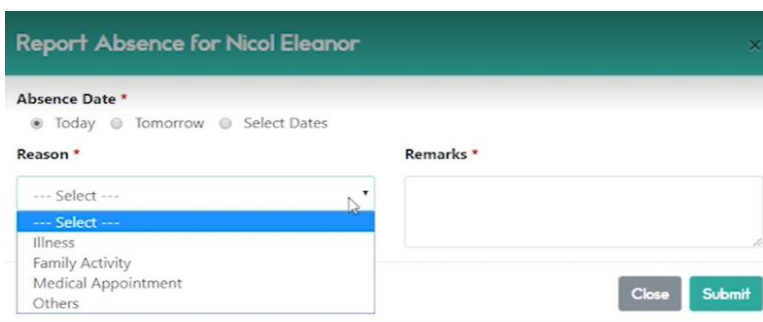
Step 4: Click "Report Absence"



Step 5: Select the Absence Date (can be today, tomorrow or a more specific date).

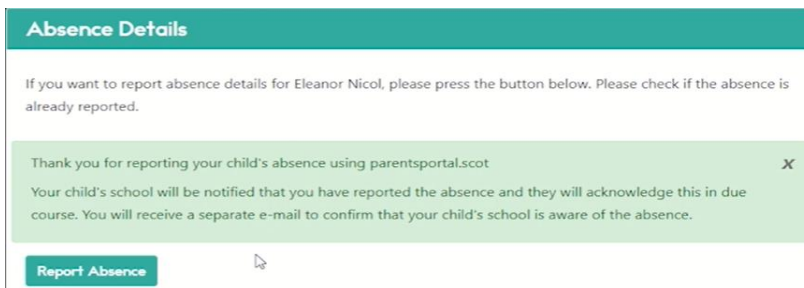
Step 6: Select the appropriate reason for your child's absence.

Step 7: Add any pertinent remarks. We recommend providing as much information as possible. i.e. chicken pox, hand foot or mouth, or any other contagious illness, which can assist school.

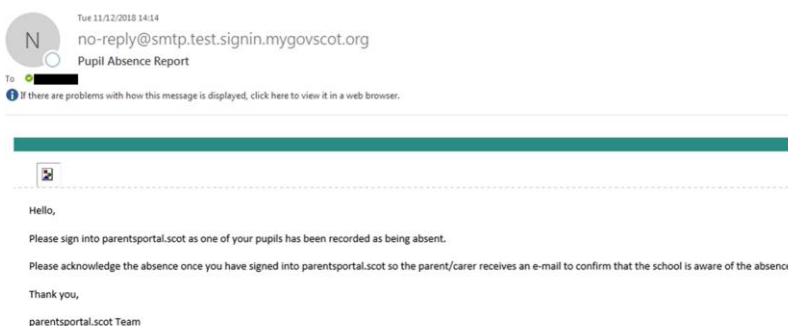


Step 8: Click submit once all fields are completed.

Step 9: Parent/carer will see an acknowledgement message at the top of the page.



Step 10: School will receive an email soon as Absence has been reported.



Step 11: School agent/staff acknowledges absence report and notification sent to parent/carer

Step 12: Open document 2. PP Parent Reporting Absence agent action for school/agent action