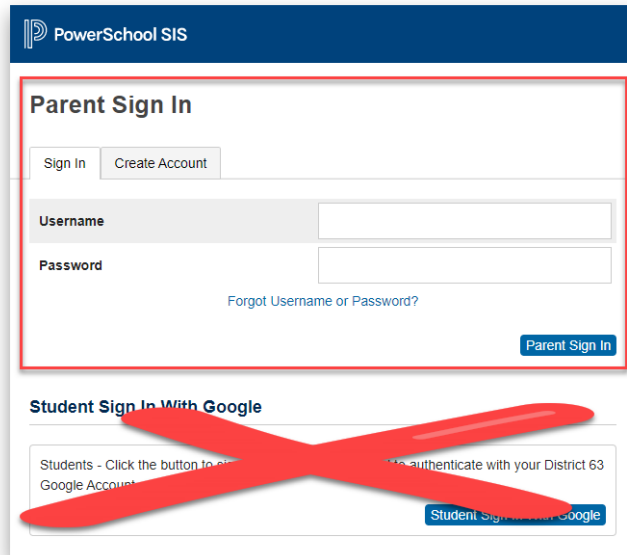


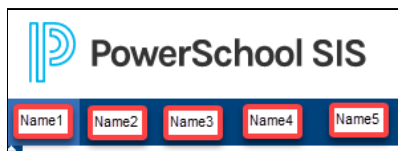
Submitting Your Child's Absence in PowerSchool

The absence reason must be submitted the morning of the student's absence.

- Log into the [Parent Portal](#) by clicking "Parent Sign In." If you have any issues logging in, please contact your child's school:

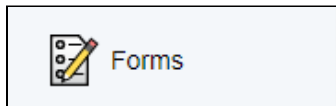


- If you have multiple students in D63, click on the name of the student you are submitting absence for at the top.



NOTE: If you need to submit absences for more than one student, you will need to follow this process for each student.

- In the navigation menu on the left, click "Forms":



NOTE: If you are on a mobile phone, you may need to click the small arrow to expand the navigation menu

- You will see a list of available forms to complete. Select “Absence Form”:

| Status | Form Name | Form Description | Category |
|--------|--------------|------------------------------------------------------------|--------------------|
| Empty | Absence Form | Use this form to submit a reason for your child's absence. | Student Attendance |

- First, select the preferred language at the upper-right hand corner:

Absence Form
Use this form to submit a reason for your child's absence.

English

- Complete each item on the form, providing additional details about the absence under “Additional Details”.

Questions asked may change depending on the absence reason selected.

Student Name
Test, Student

Reason For Absence *
Choose one

Additional Details *

Please enter additional details regarding the absence

Electronic Signature *
The electronic signature below and its related fields are treated by East Maine School District 63 like a handwritten signature on a paper form.

I affirm that all the information provided is true and correct to the best of my knowledge.


Your Name Here

Date
9/22/2021

Submit

Once all items are complete, click “Submit” to complete the form.

- You will receive a notification that the form has been submitted for approval by the school office.



Thank You!

Your child's absence has been submitted and will be reviewed by the school office.

OK

Click “OK” to finish.

- Your submitted form will be reviewed by the school office. If more information is needed, you may be contacted by the school. ***If you have selected “Yes” that your child has received positive COVID-19 diagnosis, has had a COVID-19 exposure, or is experiencing any symptoms of COVID-19, your child should isolate at home until you have received direction/guidance from the school nurse.***
- If you have another child in the district who will be absent, please follow the same steps to mark them absent.