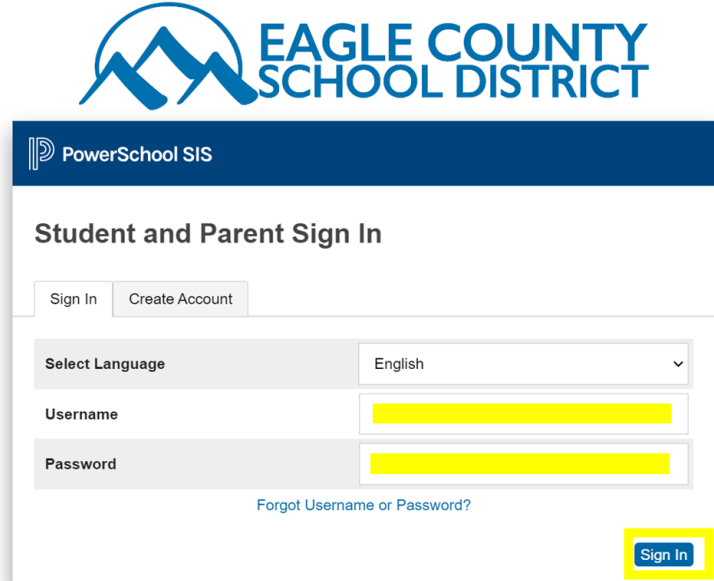
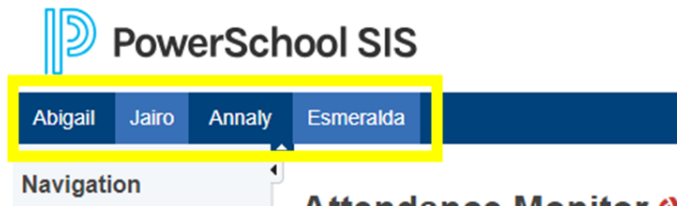


# Reporting Attendance - PowerSchool Parent Portal

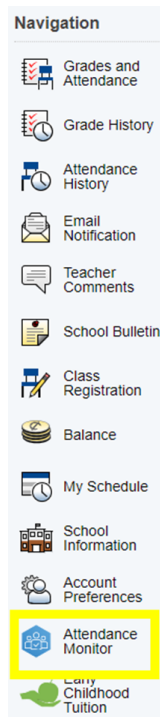
1. Go to <https://ps.eagleschools.net/public/> and log in with your PowerSchool Parent Portal login credentials.



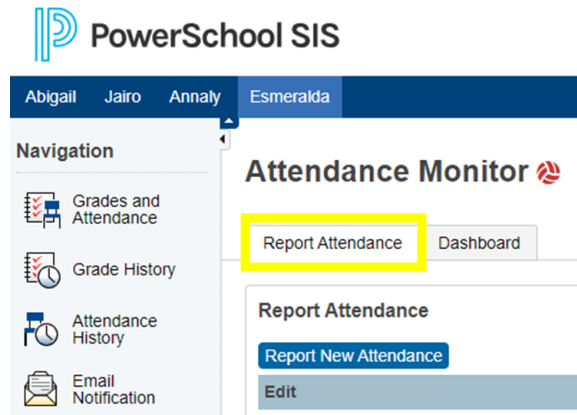
2. Select the student you want to report attendance for, at the top left corner of the screen.



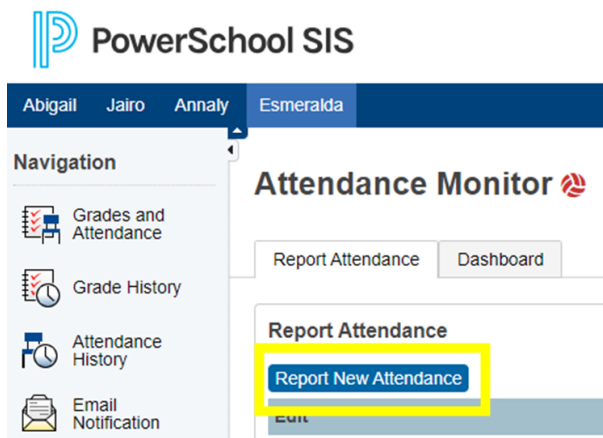
3. Select Attendance Monitor on the left side menu.



4. Select the Report Attendance Tab.



5. Click on the Report New Attendance button.



6. Fill out ALL the information on this screen. You can only submit absences 5 days in advance. **\*\*Pre-excused forms are still REQUIRED for ALL pre planned absences\*\***

Attendance Monitor

Report Attendance Dashboard

Create Attendance Report

Student Name [REDACTED]

Absence Date  -

Leave second date empty if only reporting single day absence.

What is the reason for the absence?

Is this absence for the whole day?

Explanation

Submit

7. Click Submit

The screenshot shows a web form with the following elements: a date field containing '09/14/2023' and a placeholder 'MM/DD/YYYY'; a dropdown menu with the text '-- Please Select --'; a second dropdown menu with the text 'Yes'; a large empty text area; and a yellow 'Submit' button in the bottom right corner.

- 8. You will get an automated confirmation email after the absence has been created to the email associated with the PowerSchool Parent Portal account.
- 9. YOU'RE DONE.

**Please let your school know of any issues while doing this.**

-Thank you!