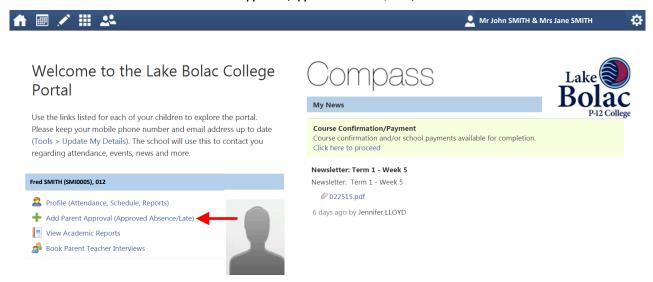# Parent Approvals Guide

Parents can use the Parent Portal to notify the school of student absences on the day of the absence or in advance.

1. On the Home Screen, click on **+Add Parent Approval (Approved Absence/Late)**.

2. The **Parent Approval Editor** screen will open. Click the drop down arrow next to **Reason** and make a selection. Click the drop down arrows next to **Start** and **Finish** to choose absence dates and times. Then click **Save.**