

Parent Portal: Manage student absences (Primary only)

 support.schoolbytes.education/hc/en-us/articles/5712649658895-Parent-Portal-Manage-student-absences-Primary-only

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Last updated: February 6, 2024

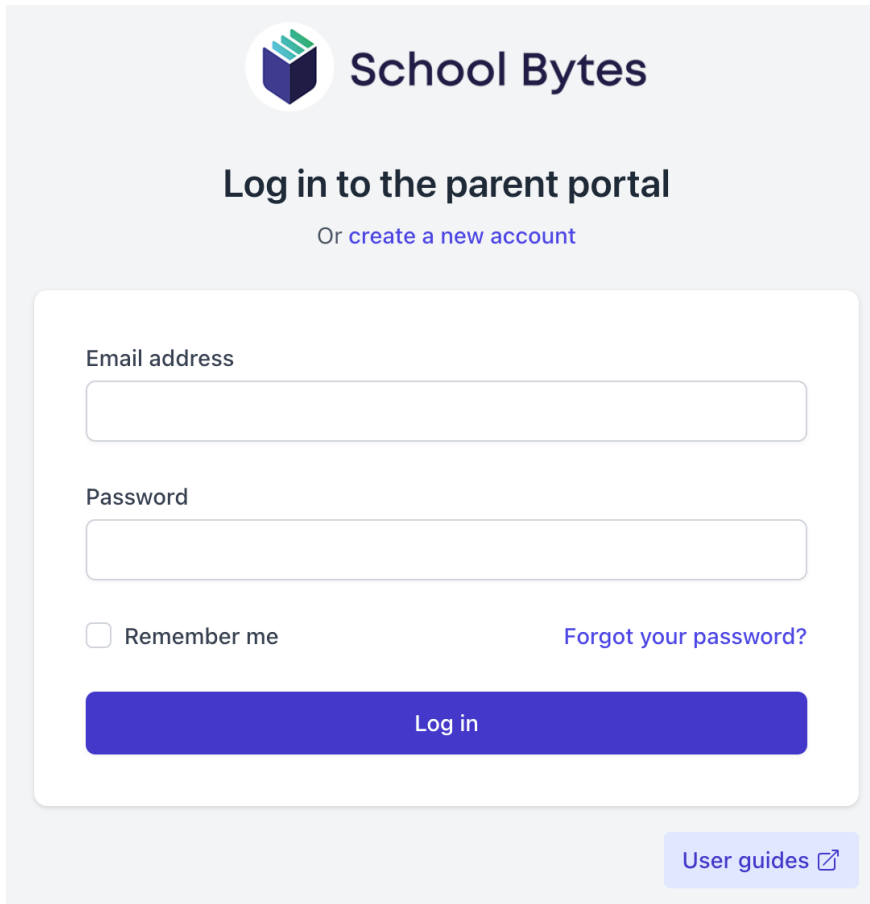
Your school uses School Bytes to help manage student absences that can be accessed via a parent portal. The School Bytes parent portal enables you to view all your children in one portal and provide a response for any student absences that have been recorded by the school. The parent portal also allows parents to provide details of a planned absence if the absence details are known in advance for example, a scheduled medical appointment.

Once your portal has been activated, you can use it to give consent for events, process online payments, manage absences and view the school calendar.

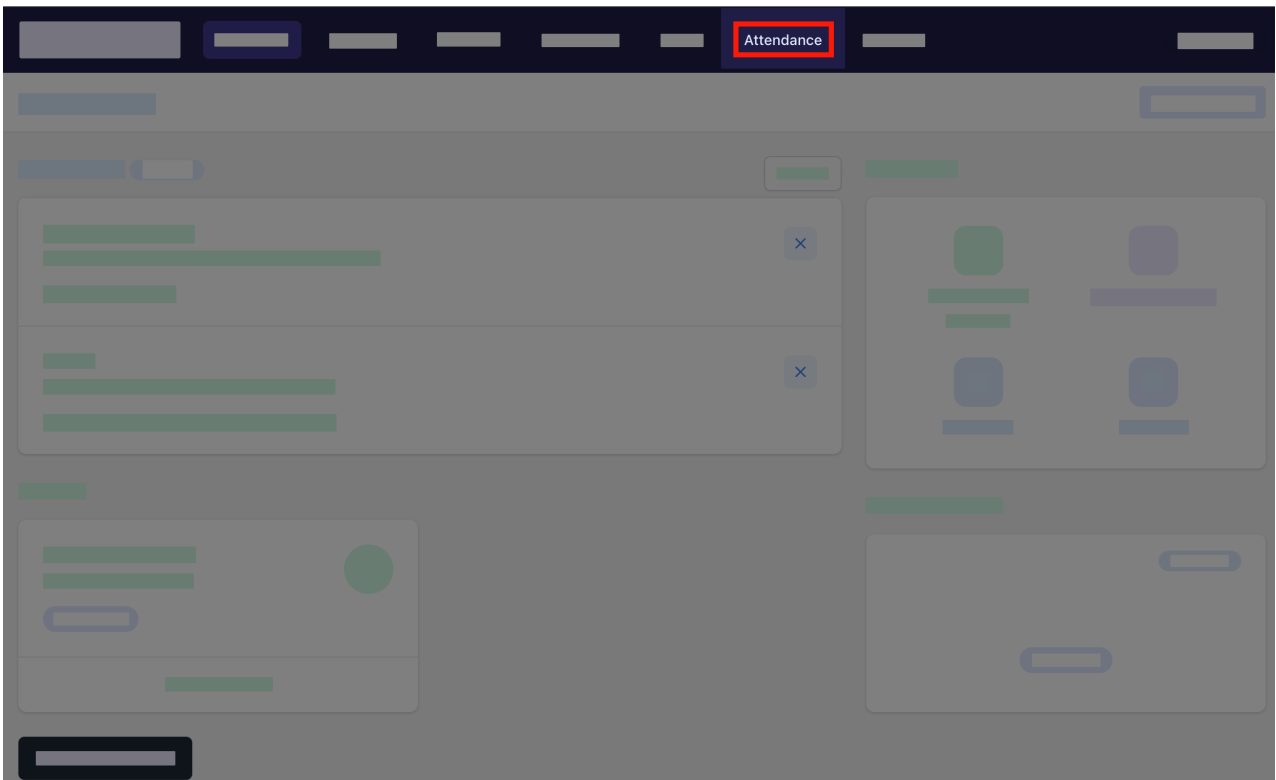
To set up your parent portal, follow the steps in the guide [Parent Portal: Set up your parent portal account](#).

Detailed steps

1. Open the parent portal link – <https://portal.schoolbytes.education/auth/login> – and log in to your portal.



2. Select attendance from the navigation bar.

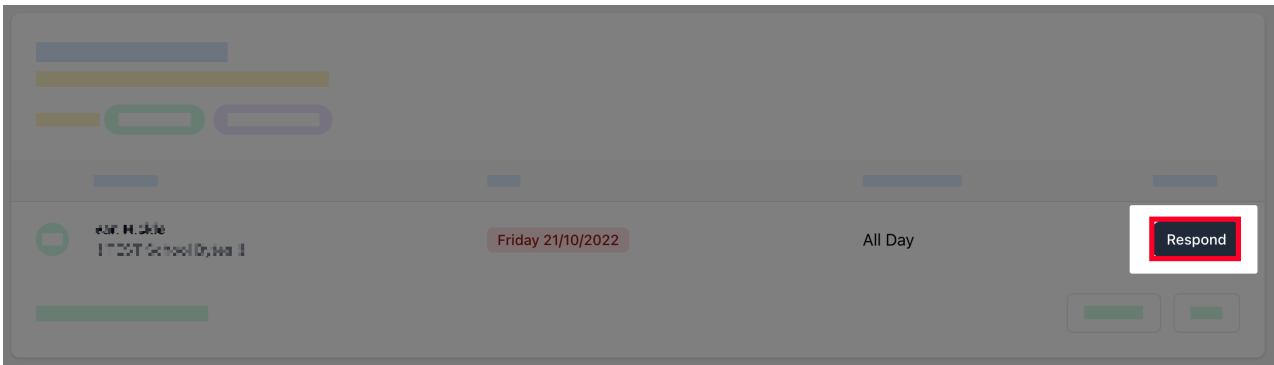


Unexplained absences

▼ Details

3. Select respond for the absence.

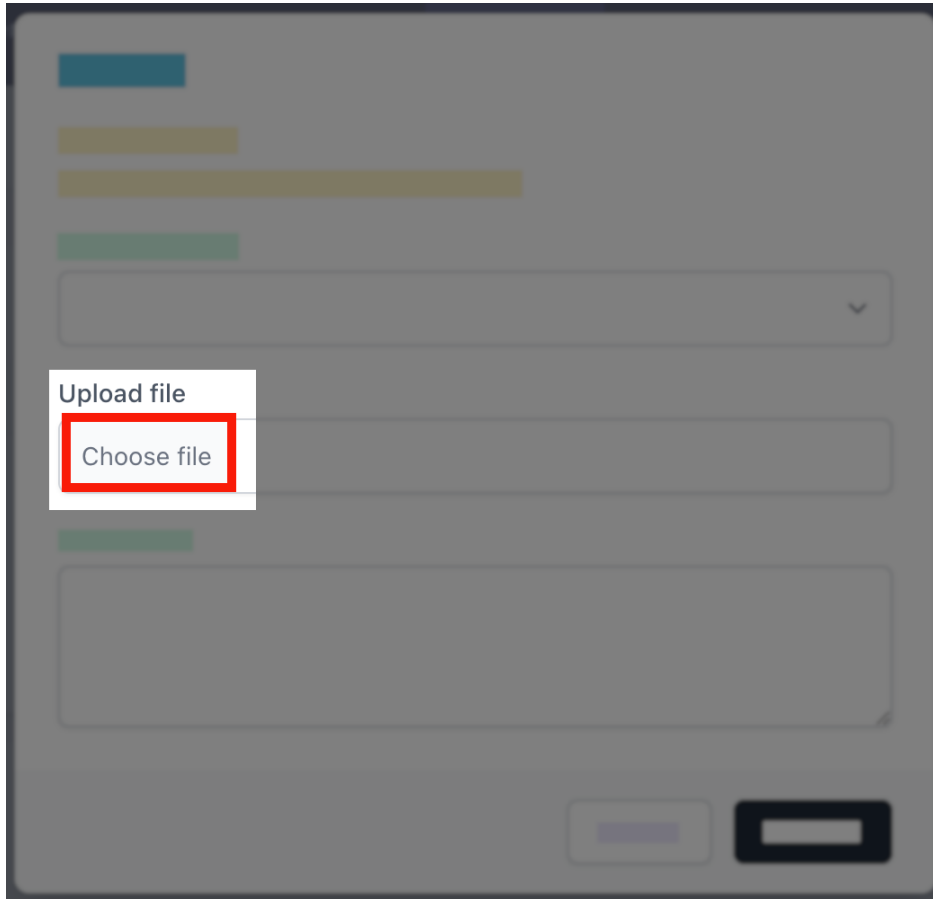
A pop up will be displayed.



4. Select an absence type from the available options.



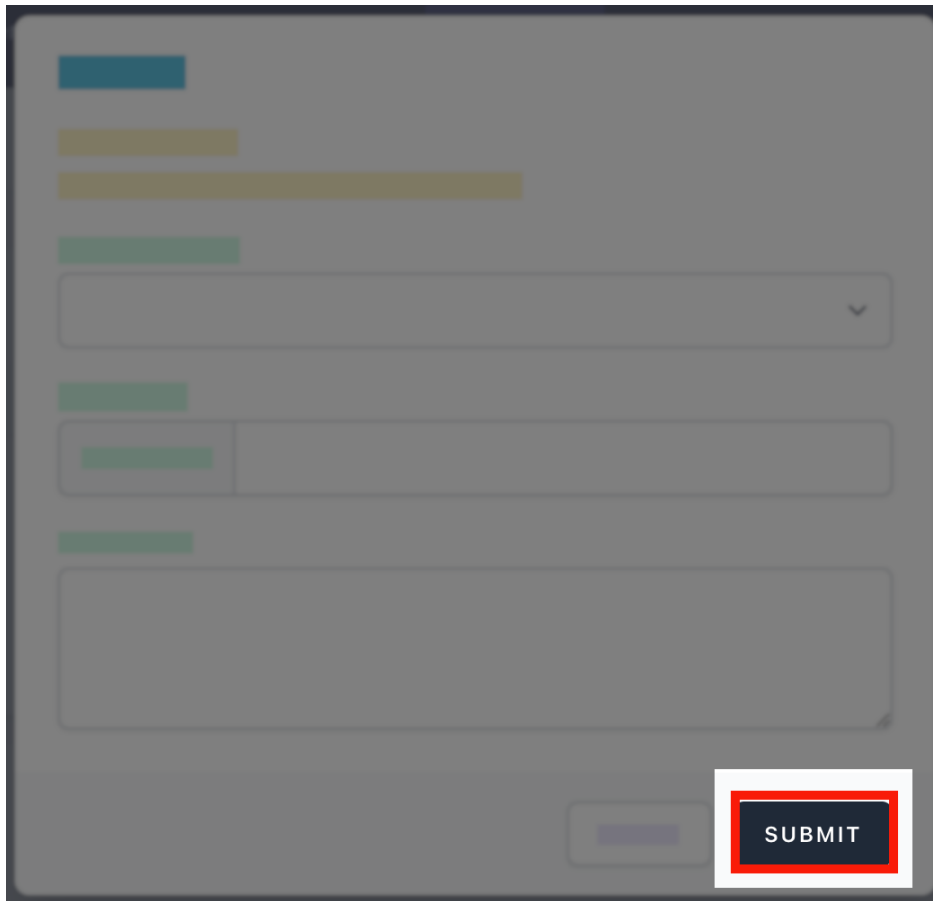
5. Optionally upload any supporting documentation.



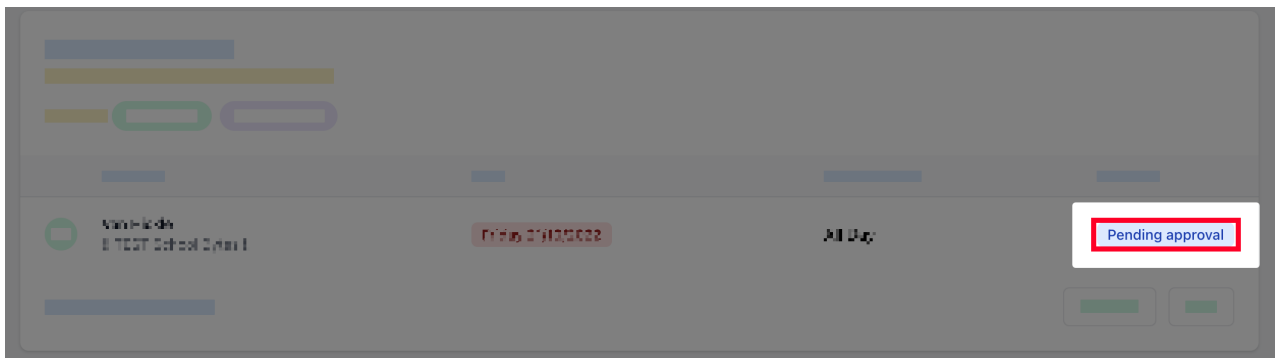
6. Enter a reason for the absence in the comment field.



7. Select submit.



The absence response will now appear as pending approval.



Once the school has reviewed and approved the absence, it will no longer appear in the absences list. All attendance data can be viewed in the student's attendance heat map. Selecting an attendance cell in the heat map will provide further details on the attendance for that date.

Attendance

Students: V... P...

!! TEST School Bytes !!

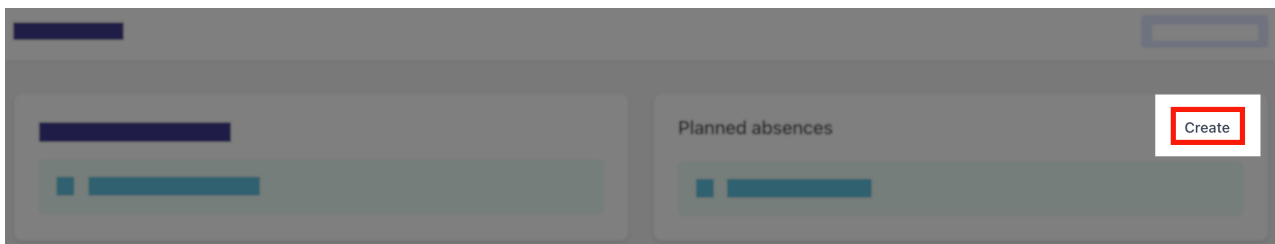


Planned absences

▼ Details

3. Select create.

A pop up will be displayed. Student name will be populated.



4. Select the school.

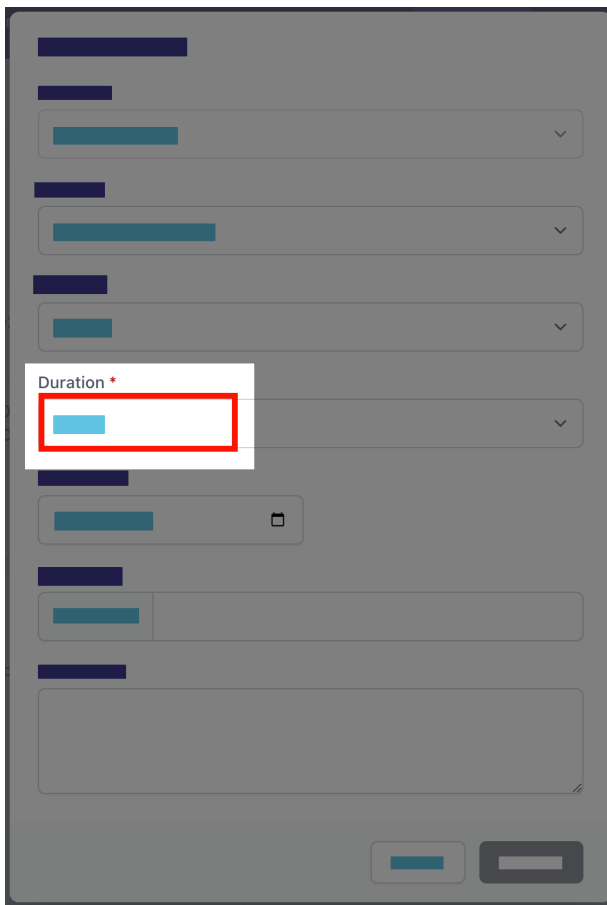
A screenshot of a mobile application form with a dark grey background. The form contains several input fields, each with a dark blue header bar and a light blue selection bar. The fourth field from the top is labeled "School *" in red text and is highlighted with a red rectangular box. Below this field is a date picker. At the bottom of the form are two buttons: a light blue one and a dark grey one.

5. Select an absence reason.

A screenshot of a mobile application form, identical in layout to the one above. The fourth field from the top is labeled "Reason *" in red text and is highlighted with a red rectangular box. The form includes a date picker below this field and two buttons at the bottom: a light blue one and a dark grey one.

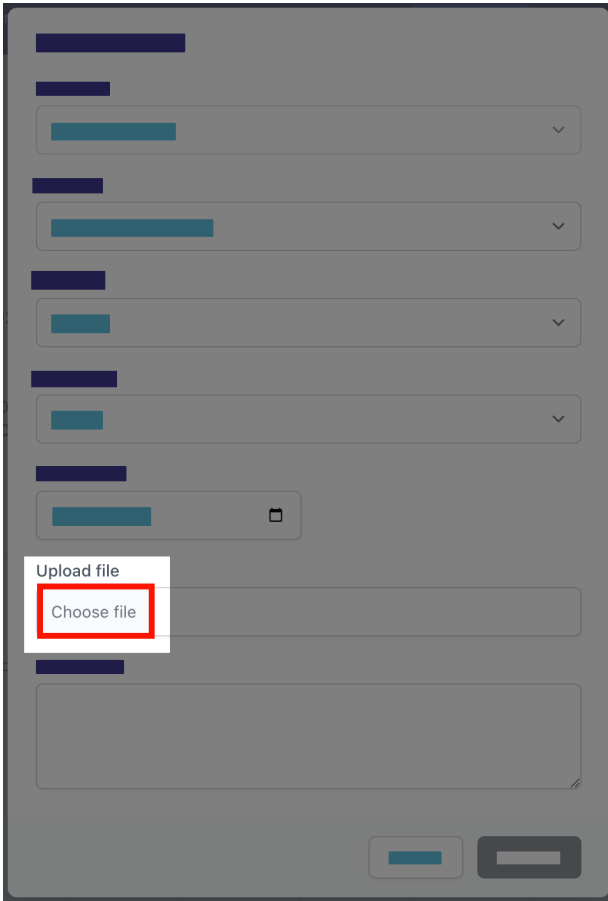
6. Select a duration.

Depending on the duration type selected additional date and time fields will appear that need to be completed.

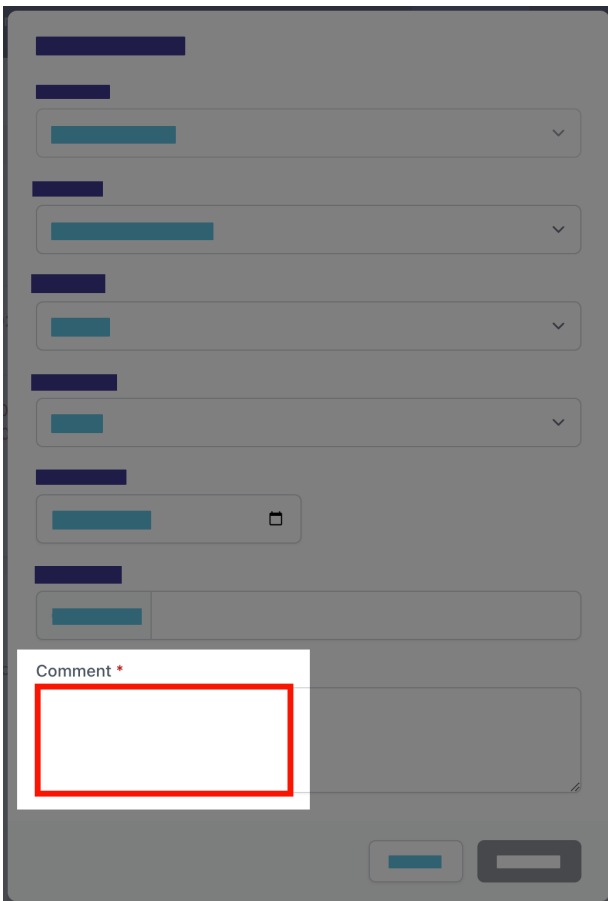


The image shows a screenshot of a form with several fields. A dropdown menu labeled "Duration *" is highlighted with a red box. The dropdown menu is open, showing a list of options. The form also includes a date field, a time field, and a text area. At the bottom of the form, there are two buttons: a blue button and a grey button.

7. Optionally upload any supporting documentation.

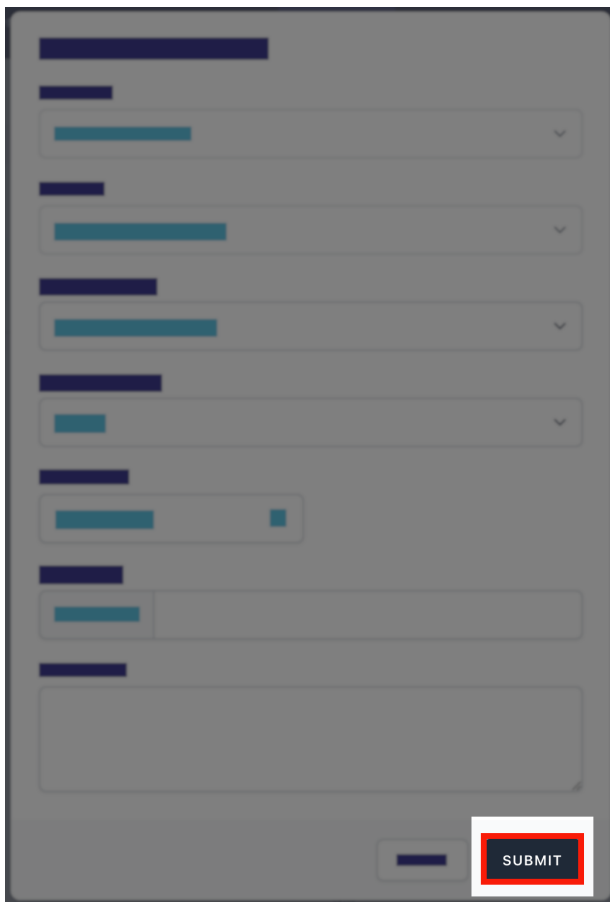


8. Add comments.



9. Select submit.

The planned absence will appear as status pending in the parent portal and will be sent to the school for action.



A screenshot of a web form with a dark grey background. The form contains several input fields, some of which are partially filled with blue bars. At the bottom right of the form, there is a red rectangular button with the word "SUBMIT" in white capital letters. The button is highlighted with a white border.

Further assistance

If you have any questions relating to this article please raise a [support ticket](#) or email us at support@schoolbytes.education.