Parent Portal: Manage student absences (Primary only)

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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.
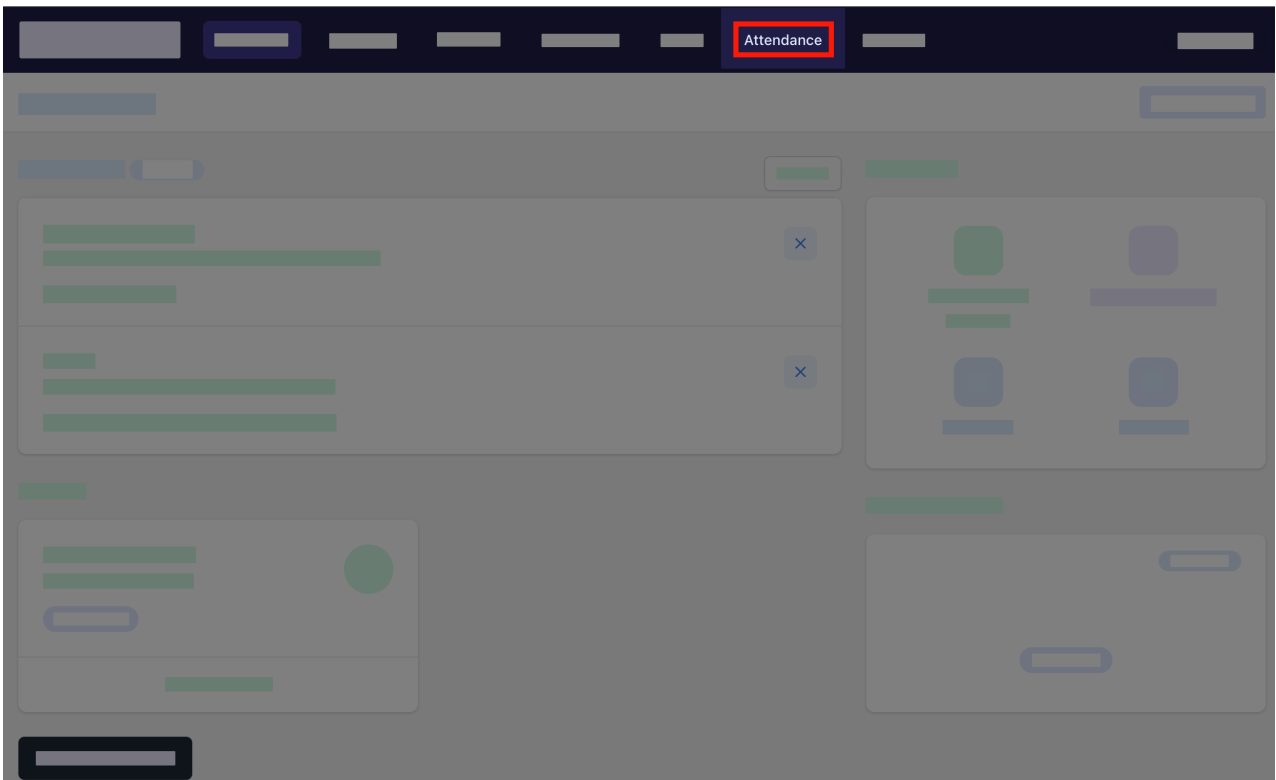
To set up your parent portal, follow the steps in the guide Parent Portal: Set up your parent portal account.

Detailed steps

1. Open the parent portal link – https://portal.schoolbytes.education/auth/login – and log in to your portal.
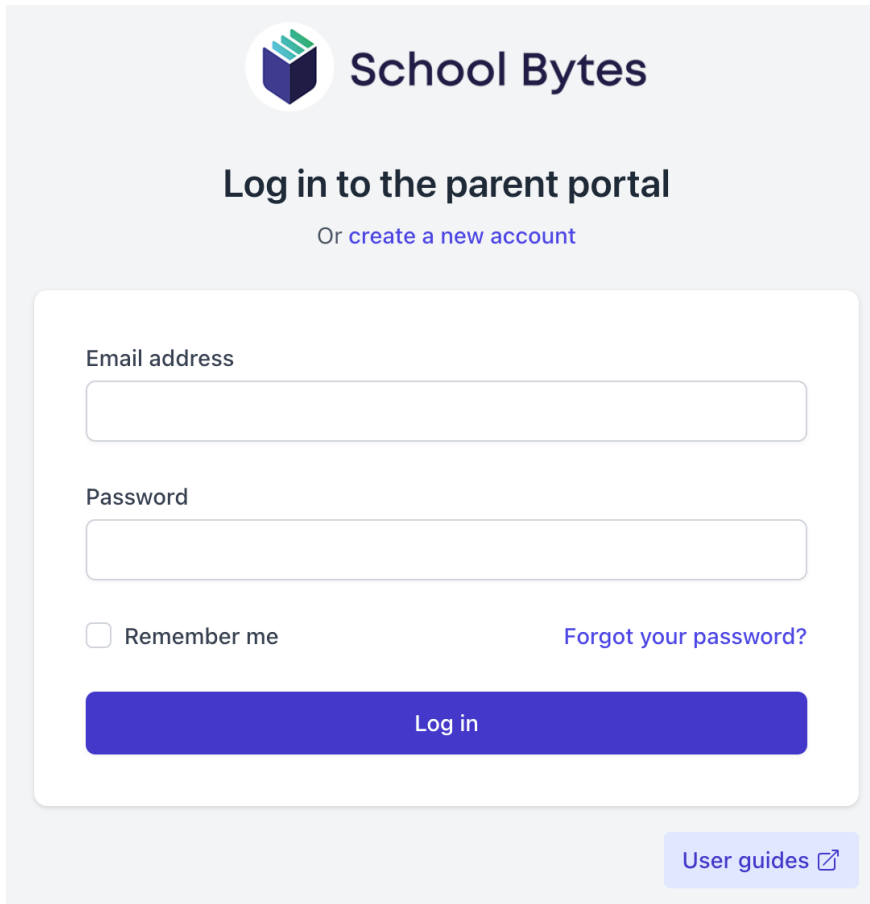
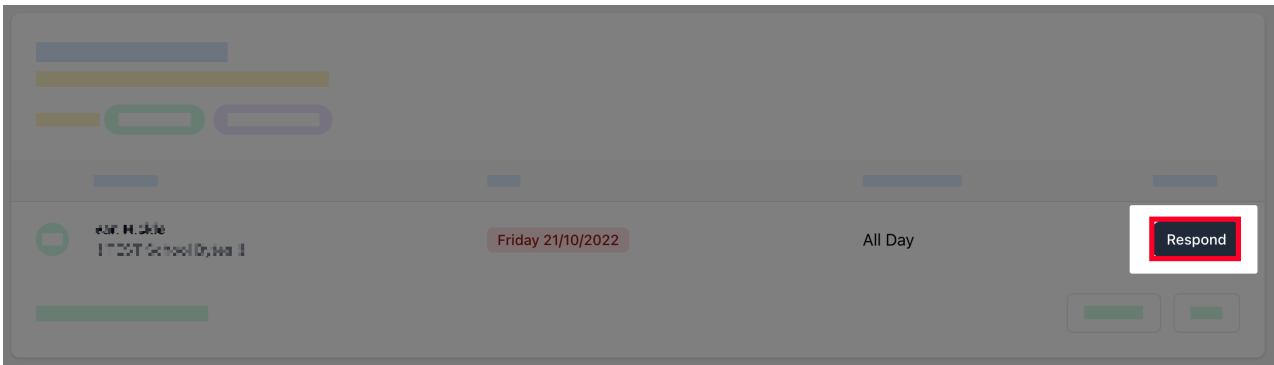## 2. Select attendance from the navigation bar.

Unexplained absences
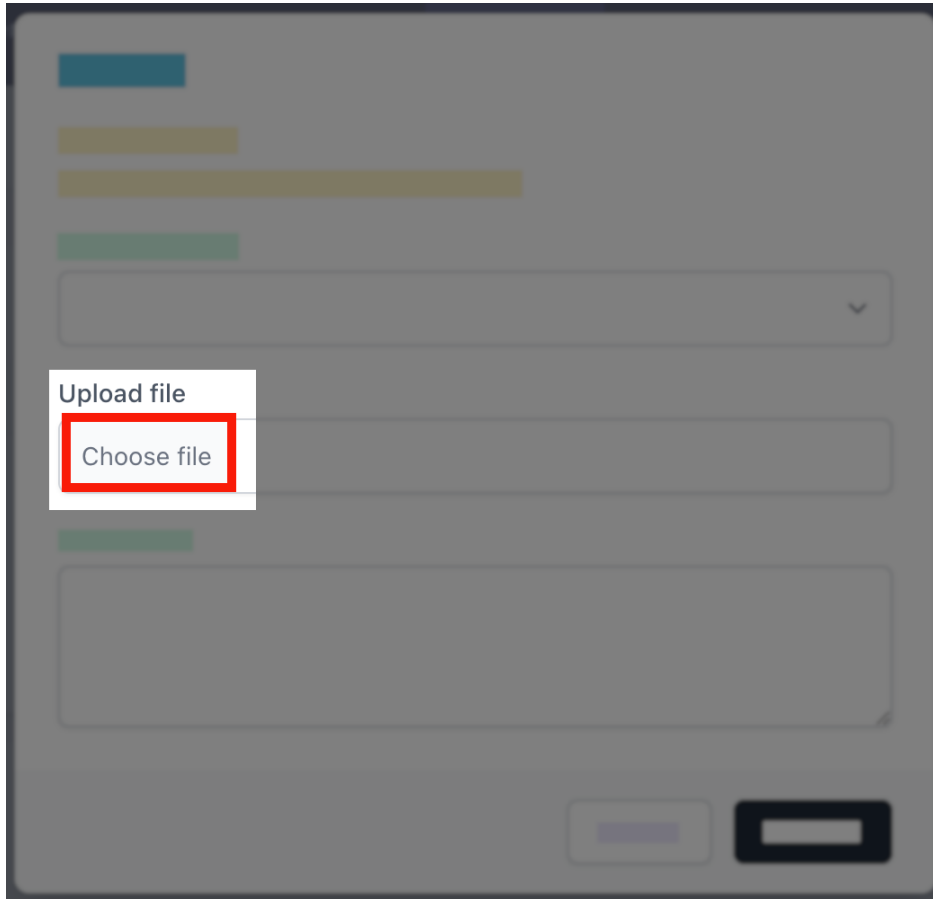
▼ Details

3. Select respond for the absence.

A pop up will be displayed.

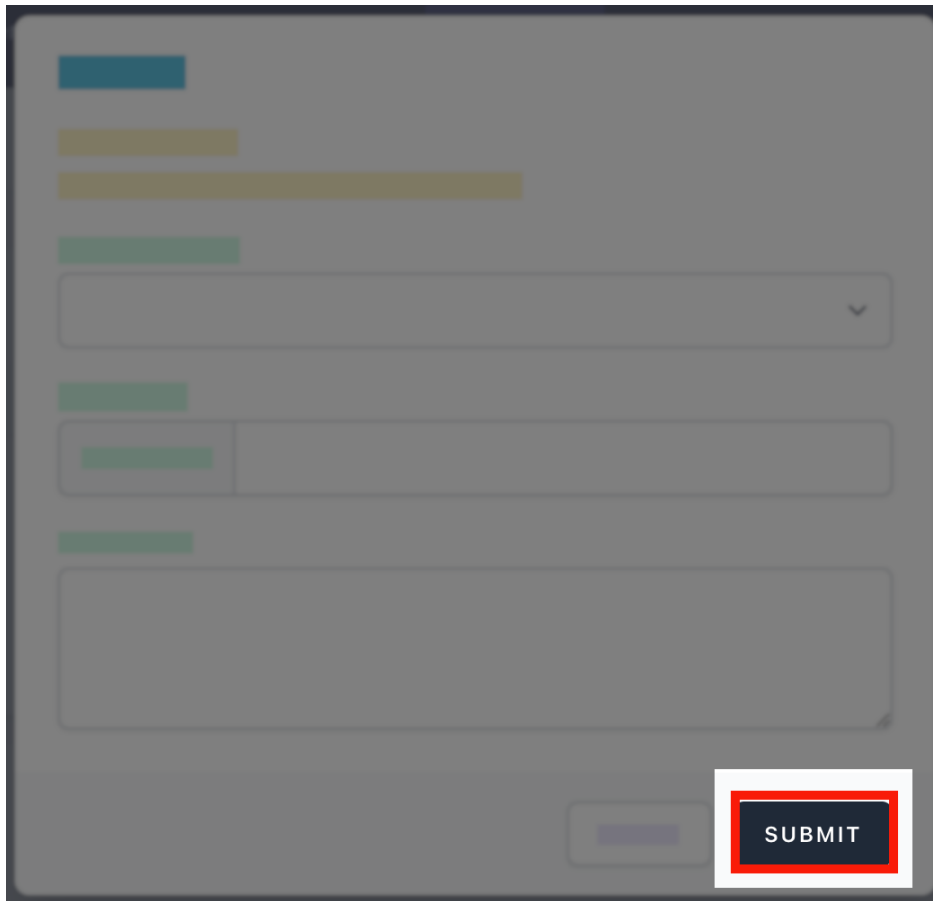## 4. Select an absence type from the available options.

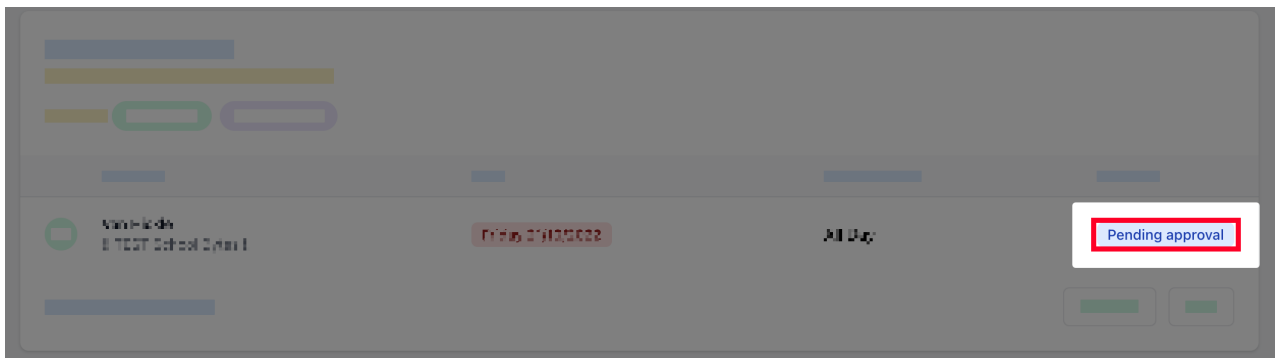Absence type *

5. Optionally upload any supporting documentation.

Upload file

Choose file

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

Comment *

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.
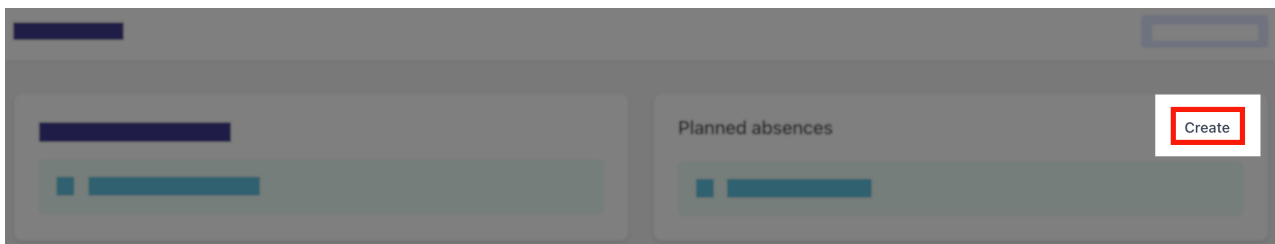
Attendance

Students: [Vuriunde] [Fauirknmr]

!! TEST School Bytes !!

Term 1 (2022)	Term 2 (2022)	Term 3 (2022)	Term 4 (2022)

Attendance: 0%

Attendance: 0%

Attendance: 0%

Attendance: 75%

Overall attendance: 75%

| Present | Other | Explained all day | Unexplained all day | Explained partial | Unexplained partial | Non teaching day |

Planned absences

▼ Details

3. Select create.

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

4. Select the school.
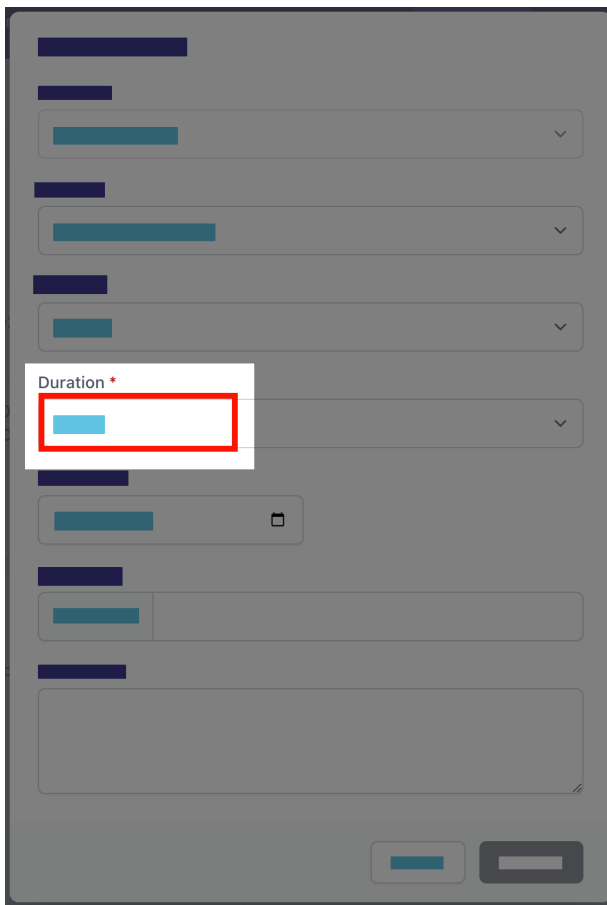
School *

5. Select an absence reason.

Reason *

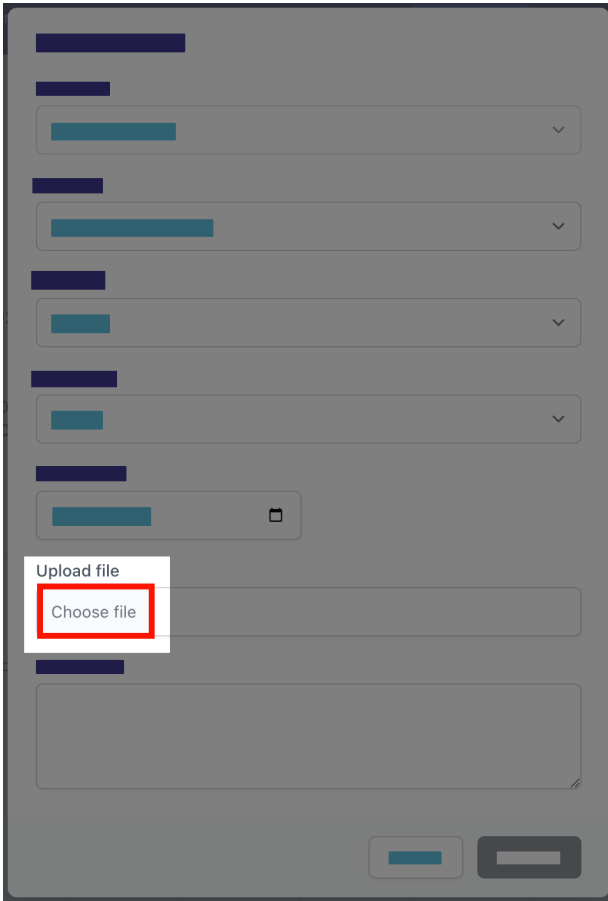## 6. Select a duration.

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

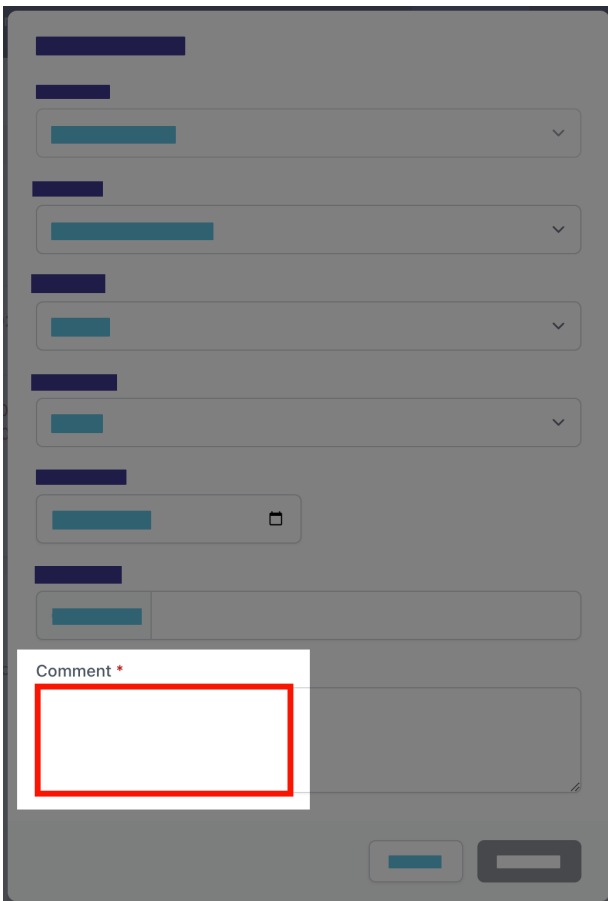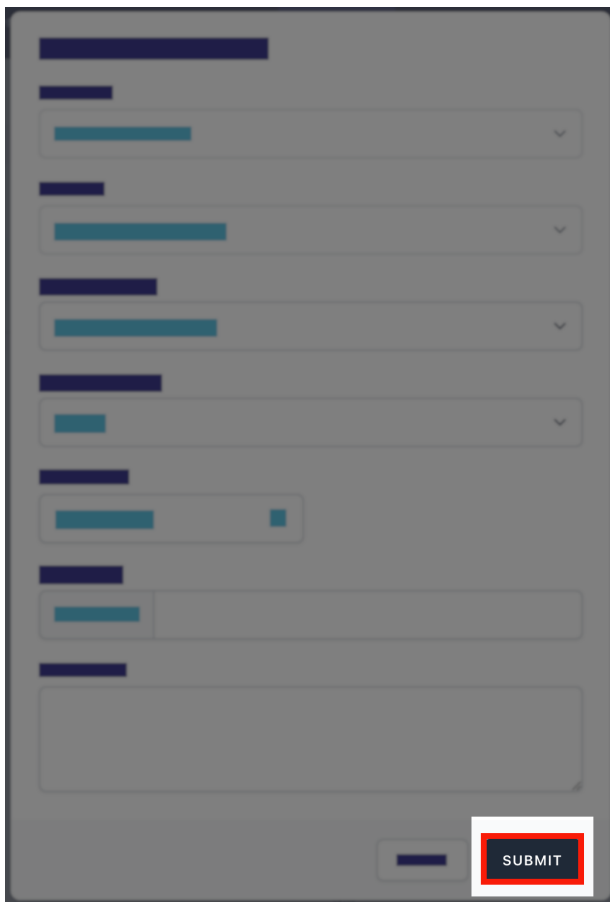## 7. Optionally upload any supporting documentation.

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.

Further assistance

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