

GOODRICH MIDDLE SCHOOL

810-591-4210

Reporting Absences through ParentVUE

We are happy to announce that all parents now have the ability to report your child's absence(s) electronically through ParentVue.

NOTE: This option is limited to the current date and future absences up to 60 days only.

Reporting Future Absences Instructions

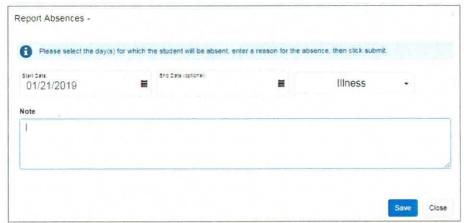
1. Click Report Absence to open the Report Absences screen.



2. Enter the Start Date

The **Start Date** defaults to the current date. This field does not display the current date if absences are reported from the Attendance screen.

- 3. Select an End Date.
- 4. Elect a reason for the absence.
- 5. Enter a Note, if needed.



6. Click Save.