

# Operating Procedure – Absence Reporting on Parents Portal

## Overview

This describes the procedure to be followed for Absence Reporting on [parentsportal.scot](http://parentsportal.scot)

## Process for School Office

- When a parent reports an absence on [parentsportal.scot](http://parentsportal.scot), you will receive an e-mail notification
- Log in to the admin portal on [parentsportal.scot](http://parentsportal.scot) – all absence reporting will be shown in the work queue
- Click 'Manage Absence Reporting'. Any new absences will have 'NO' under the Acknowledged column.
- Click 'NO' to acknowledge the absence – this will change to YES to show the absence report has been accepted. You are able to acknowledge more than one absence at a time
- This will send an email confirmation to the parent that the absence has been acknowledged

## Related Documentation



Absence  
Reporting.mp4