



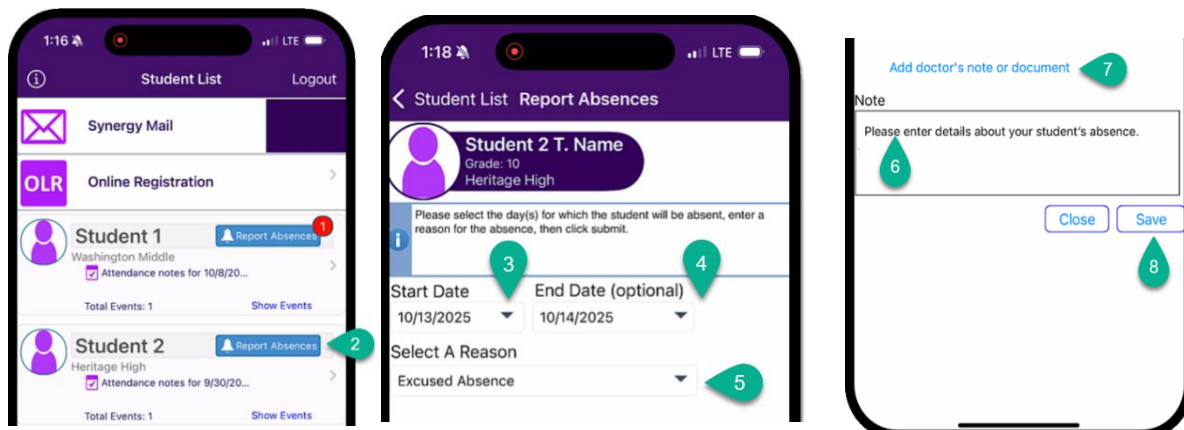
ParentVUE – Parent Reported Absences

Quick Guide for Reporting Absences in ParentVUE Mobile App and Desktop.

Important reminders: This process is only for parents and guardians. A **ParentVUE** account is required to report absences. Review Newport News Public Schools Attendance Procedures. Submitting an absence does not automatically excuse the student. Each absence must be reviewed and approved by the school. Parents will receive an email notification once the absence is approved or denied.

Report Absences in ParentVUE Mobile App

1. Open **ParentVUE** app, enter *username* and *password*, and tap **Login**
2. Tap on **Report Absences** next to student's name
3. Tap arrow to open **Start Date** calendar, then select date
4. Tap arrow to open **End Date** calendar, then select date
5. Tap arrow to open **Select A Reason** list, select option
6. Tap in the **Note** field and enter absence details.
All absences require a note stating the reason
7. Tap **Add Doctor's Note or Document** to open the camera and capture a photo of a supporting document
8. Tap **Save** to submit



Report Absences in ParentVUE Desktop

1. Go to <http://sbo.nn.k12.va.us/parentvue/>, enter *username* and *password*, and click **Login**
2. Click on **Report Absences** next to student's name
3. Click on **Start Date** calendar icon, then select date
4. Select an **End Date**
5. Select a **Reason** for absence
6. Add absence details in **Note** field
All absences require a note stating the reason
7. Click on **Add Doctor's Note or Document** to upload a supporting document
8. Click on **Save** to submit

