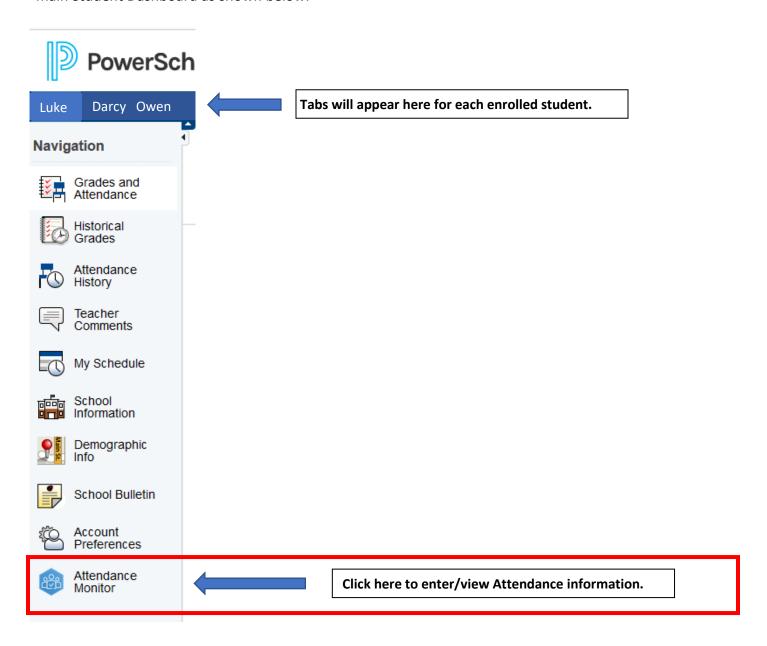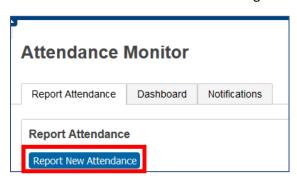# Thomas MacLaren PowerSchool Parent Portal – Reporting Attendance

Once you have logged into the Thomas MacLaren PowerSchool Parent Portal, the home screen will show the main Student Dashboard as shown below.
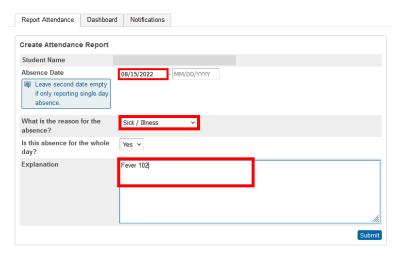

Click **Attendance Monitor** in the left navigation menu. The following screen will appear:

To report a new Attendance request, click "Report New Attendance".

To enter a full day absence, fill in the red boxes below with the correct date/reason/explanation and click Submit:

Attendance Monitor

| Report Attendance | Dashboard | Notifications |

Create Attendance Report

Student Name

Absence Date: 08/15/2022 - MM/DD/YYYY

💬 Leave second date empty if only reporting single day absence.

What is the reason for the absence? Sick / Illness

Is this absence for the whole day? Yes

Explanation: Fever 102

Submit

For a partial day request (appointment) select **No** for whole day. Enter start time and end time to match the time the student will be absent from school.

Attendance Monitor

| Report Attendance | Dashboard | Notifications |

Create Attendance Report

Student Name

Absence Date: 08/17/2022 - MM/DD/YYYY

💬 Leave second date empty if only reporting single day absence.

What is the reason for the absence? Medical appointment

Is this absence for the whole day? No
Time Range: 🕐 10:00 AM - 🕐 01:00 PM

The times chosen should reflect the time block that student will be absent from school.

Explanation: Doctor appt at 10:30

Submit

For a multiple-day request enter the start date and end date.

Attendance Monitor

| Report Attendance | Dashboard | Notifications |

Create Attendance Report

Student Name

Absence Date: 08/30/2022 - 09/01/2022

💬 Leave second date empty if only reporting single day absence.

What is the reason for the absence? Family vacation

Is this absence for the whole day? Yes

Explanation: Family trip to Yellowstone.

Submit

After clicking **Submit**, you will go back to the home page for Attendance Monitor where you can submit a new request for any of your children.