



Parent Portal Quick Reference Guide

How to ... Report an Absence on your Parent Portal Account

1. **Introduction**

The purpose of this document is to provide brief notes explaining how to report an absence on your Parent Portal account.

2. **Important Note**

All absences must be reported in advance using the Parent Portal or on the day of absence in the case of unexpected absence such as sickness.

In exceptional circumstances, we will accept retrospective absence reasons report to studentabsence@bhasvic.ac.uk. Please note, these may remain unauthorised, and it may take up to a week for them to be registered on the system.

3. **Pre-Requisites**

To report an absence, you will require a Parent Portal account. If you require a Parent Portal account, please email cis@bhasvic.ac.uk.

Please note, it is the responsibility of your young person to provide us with up-to-date and accurate contact information. If an update to your contact details is required, please ask your student to email cis@bhasvic.ac.uk directly from their BHASVIC Email Address with the request, otherwise we cannot authorise the change.

4. **Instructions**

4.1 **Accessing the Parent Portal**

From the BHASVIC website Home Page, select the "Parents & Carers" menu option at the top of the page (located in the hamburger menu on mobile devices). Scroll down the page to the icons and click on the "Parent Portal" icon.



Parent Portal

This will display the Parent Portal login screen. Please login to your account.

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In the case that you only have one student attending BHAVSIC, you will be directed straight to your Parent Portal Home Page. If you have more than one student attending BHASVIC, please select the desired student from the drop-down menu. Clicking the "Submit Form" button will take you to the Parent Portal Home Page of the selected student.

4.2 Reporting an Absence

From your Home Page, please hover over the green menu to the left of the screen. Once the menu has expanded, please select "Presence" – "Absences" – "Absence Entry." This opens up the Add Absence page.

To report an absence, please complete the fields on screen:

- Add a start time to the absence
- Add an end time to the absence
- Provide a reason for the absence using the drop-down menu. Please note that the "Other" option will provide a free text box to enter a reason.
- Provide who notified the absence from the drop-down

Once the fields have been completed, please click "Submit Form" to submit the absence. The absence has now been reported and will be processed by the Attendance Team.

Fields marked with an asterisk (*) are required.

Start *	<input style="width: 40px;" type="text"/> - <input style="width: 20px;" type="text"/> : <input style="width: 20px;" type="text"/>
End *	<input style="width: 40px;" type="text"/> - <input style="width: 20px;" type="text"/> : <input style="width: 20px;" type="text"/>
Reason *	<div style="border: 1px solid #ccc; padding: 2px; width: 100%; text-align: center;">--Please Select--</div>
Notified By *	<div style="border: 1px solid #ccc; padding: 2px; width: 100%; text-align: center;">--Please Select--</div>

Submit form

5. Further Information

5.1 Viewing your Student's Absences

If you would like to view your student's absences, please login to your Parent Portal account and navigate to your Home Page. Expand the green menu to the left and select "Presence" – "Absences" – "Absence List." This will open up your student's absences, with the ability to toggle through each academic year.

5.2 Final Notes

If you encounter any problems with these notes, or need more detailed advice, please contact the CIS Team for further assistance. Please note that the preferred method of contact is by email to the address cis@bhasvic.ac.uk.