BHASVIC

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 via your Parent Portal account.

2.   Important Note

Absences may be reported via the Parent Portal for instances occurring in the future, on the day or in the past. Please note that future absences may be reported up to 5 calendar days in advance and retrospective absences may be reported up to 5 calendar days in the past to the current date.

In exceptional circumstances, when the retrospective absence occurred more than 5 days ago, we will accept retrospective absence reasons reported 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.
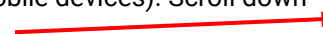
3.   Pre-Requisites

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 registry@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.
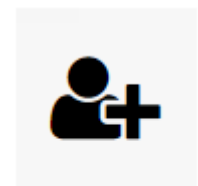
Parent Portal

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

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 (on a mobile device, you may tap the tree icon). Once the menu has expanded, please select "Presence" – "Absences" – "Absence Entry." This opens up the Add Absence page.

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

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 textbox to enter a reason.
- Provide who is notifying the absence from the drop-down
- You may wish to provide supporting evidence for the absence, such as appointment letters for medical appointments. You may complete this using the "Upload Evidence" button. Please note that the blue question mark to the right of the section contains technical information about the document(s) you may upload as evidence.

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.

## 5.	Further Information

### 5.1	Viewing your Student's Absences

If you would like to view your student's logged 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 reported 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.