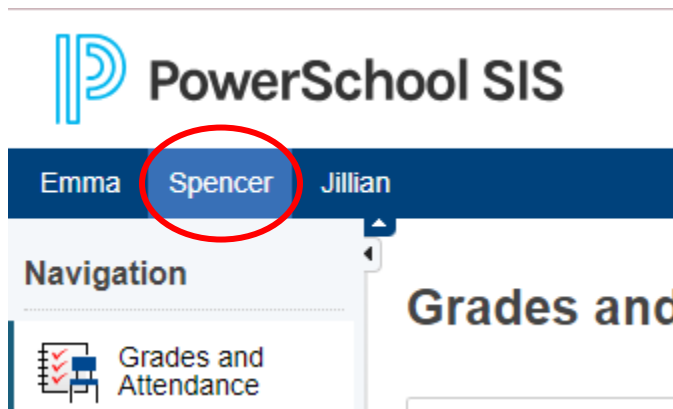
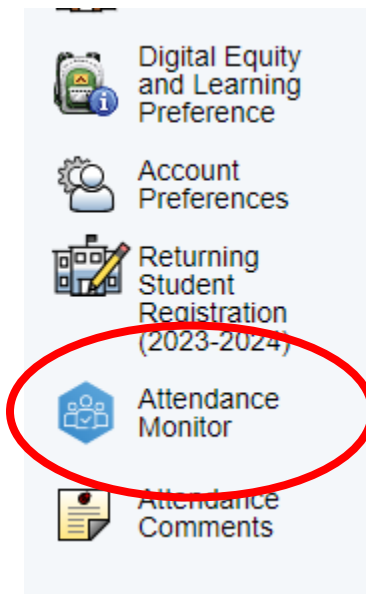


## How to submit attendance through the PowerSchool Parent Portal

1. Log into your parent portal account <https://bernalillo.powerschool.com/public/home.html>
2. Choose the student's tab at the top that you will be excusing.



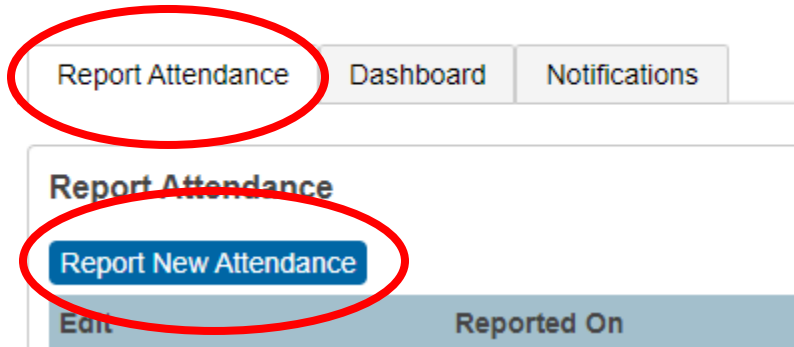
3. Scroll down to **Attendance Monitor** on the left Navigation.



# How to submit attendance through the PowerSchool Parent Portal

- Under the **Report Attendance** tab, click **Report New Attendance**.

## Attendance Monitor



- Complete the **absence date, reason for the absence, is it a full day absence, and a brief explanation of the absence**. Please remember to leave the second date empty if only reporting single day absence.

## Attendance Monitor

The screenshot shows the 'Create Attendance Report' form. At the top, there are three tabs: 'Report Attendance', 'Dashboard', and 'Notifications'. The 'Report Attendance' tab is selected. Below the tabs, there is a section titled 'Create Attendance Report' with the following fields:

- Student Name**: Beuerle, Spencer
- Absence Date**: 10/11/2023 - MM/DD/YYYY (The date field is circled in red. A tooltip below it says: 'Leave second date empty if only reporting single day absence.')
  - What is the reason for the absence?**: Sick / Illness (The dropdown menu is circled in red.)
  - Is this absence for the whole day?**: Yes (The dropdown menu is circled in red.)
  - Explanation**: Spencer is sick today and has a doctor's appointment. (The text field is circled in red.)

- Finally, click **Submit**

# How to submit attendance through the PowerSchool Parent Portal

- The attendance submission will post to your parent portal account.

## Report Attendance

[Report New Attendance](#)

Edit	Reported On	Report Reason	Dates	Explanation
<a href="#">Edit</a>	10/11/2023, 10:58 AM	Sick / Illness	10/11/2023	Spencer is sick today and has a doctor's appointment.

- You will receive an email confirmation that your attendance submission has been received. This email will be sent to the email that is tied to your parent portal account.

## Attendance Submission Received Inbox x



no-reply@bernalillops.org via amazones.com  
to me ▾

10:59 AM (10 minutes ago)



Hello JoAnn [REDACTED],

We have received your attendance submission for Spencer to be absent on 10/11/2023.

Reason: Sick / Illness

Explanation: Spencer is sick today and has a doctor's appointment.

If additional information is needed a member of the office staff will contact you.

Thank You,  
Spartan Learning Academy