AACPS – Absence or Early Dismissal Request
Using the Report and Marking a Request

Utilizing the web-based Parent Portal application or mobile app, Parent(s)/Guardian(s) will have the opportunity to submit an absence note or early dismissal request online via the Student/Parent Portal.

Using the Report to Track Submissions and Results

To search for students with responses submitted:

1. From the PowerSchool start menu, click on Form Reports on the left navigation bar under Reports.
2. Click the report name to open the report.
3. Click Generate Report to view the data.
   a. You will see the last submission by student on the list.
4. There is a one-time setup that is recommended.
   a. Change the Data Source to Show by Response.
   b. Click the +Add Column.
   c. Check the box for Please select an option, Start Date, End Date, Updated Attendance and Reason for Dismissal or Absence. You are able to add additional columns if necessary.
   d. Click Apply.
   e. Once on the report, click Save Report to save the columns so you do not have to rebuild the report every time.
      i. To access the report the next time you go to PowerSchool follow steps 1-2 and click “Revert to saved report” to review the saved report with updated data.

To view data that was entered on the form; complete one of the following:

- Click on the Person (student name) to view the response detail on the screen.
- Click on the Student Number to access the student’s form in order to print the form if needed.
Search for requests where attendance has not been updated:

5. Click the up arrow within the Updated Attendance header box to bring all requests that are unanswered to the top.

6. **Optional**: To filter on Early Dismissal or Absence Note type “Absent” or “Early” in the box under the header. The report will filter on screen.

If you would like to export the report into Excel.

- Select the records that you would like to export by clicking the box in front of the “#” column.
- Click the fourth icon to the right of the report above the last column of your report and select CSV. The report will appear in the lower left corner when finished.
- Click report in lower left corner to open.

**Marking a Request as Completed, Error, or Pending**

Using the directions above (steps 1-5):

1. Using the directions above (steps 1-5) locate the group of students that you would like to work with.
2. Check the box on the right for the records that you would like to work with.
3. Click the fourth icon to the right of the report above the last column of your report and select **Make Current Selection**.
4. Click the PowerSchool Logo in the upper left corner to back to the start page. Your current selection should appear on the start page.
5. Click the first name on the list to open the student’s record.
6. Mark the student’s attendance as needed on the attendance screen and click **Submit**. (Additional directions on entering attendance can be found on the PowerSchool Help-Site.)
7. Click on **Forms** on the left navigation and click **AACPS - Absence and Early Dismissal Form** to view the entries for the student.
8. Find the entry in the response table that you just completed attendance for and click **Edit**. The form will open in edit mode and allow you to complete the Admin Use Only section at the bottom of the form.

9. Scroll to the bottom of the form and select the appropriate selection:
   a. **Yes** - Attendance for the date(s) listed on the form have been updated appropriately. No further action is needed on this request.
   b. **Error/Invalid Entry/Deleted** - Once a request is submitted by the parent, they are unable to adjust or delete the request. A parent/guardian may call and state that they entered a request with incorrect dates or that it was an error. Please use this flag to indicate that the date is an error/invalid entry/deleted. The parent should submit a new form with the corrected information.
   c. **Pending** - Should be used for those requests that are missing a doctor’s note or for those requests that a PPW is currently involved in. This flag is a way to indicate that further action is needed.

10. Click **Submit**. You are now finished with this student.

11. Click the right arrow in the upper left-hand corner to navigate to the next student in your list and start at Step 7. Repeat for the remaining students in your current selection.