AACPS – Absence or Early Dismissal Request

Parent Portal

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 Parent Portal.

<table>
<thead>
<tr>
<th>Sign into Parent Portal- Web-based</th>
<th>Sign into Parent Portal- Mobile App</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Open a web browser on your computer and go to <a href="http://www.aacps.org">www.aacps.org</a>.</td>
<td>1. Install the app on your device. Upon first opening the app, you will be asked to enter the district code.</td>
</tr>
<tr>
<td>2. Click the Student/Parent Portal quick link icon at the top of the page.</td>
<td>2. Enter LTDJ in the boxes that appear on the screen as shown and click <strong>Continue</strong>.</td>
</tr>
<tr>
<td>3. Click the PowerSchool Student and Parent Sign-In icon on the right. You will be directed to the Sign In page.</td>
<td>3. At the Sign In screen, enter the <strong>Username</strong> and <strong>Password</strong> you created when you established your Parent Portal account. Click <strong>Go</strong>.</td>
</tr>
</tbody>
</table>

The **Dashboard** is the default page of the app.

4. Enter the Parent Portal **Username** and **Password** you created.
   a. For assistance with logging in:
      i. Click on the Forgot Username or Password link found on the sign in page.
      OR
      ii. Contact your student’s school for further assistance with logging in.
### Complete the Form - Web-based

1. Click the **student name** across the top that you are completing the form for.

2. Click **Forms** on the left menu bar.

3. Click **AACPS-Absence or Early Dismissal Form** to open the form. *(Note: To change the text to Spanish, use the dropdown in the upper right corner.)*

4. **Read and complete the form** as directed on screen. Any field marked with an asterisk (*) must be completed.

5. Click **Submit**.

Your submission will be reviewed by the main office.

A running list of previous submissions will appear within the response area in the middle of the page.

### Complete the Form - Mobile App

1. Select your student by clicking on the down arrow to the right of the picture in the upper right-hand corner of the screen.

2. Click **More** located in the lower right hand corner and click **Forms**.

   ![Forms Mobile App](image)

   Dashboard | Classes | Calendar | Schedule | More

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**AACPS - Absence or Early Dismissal Request**

Please use this form to report early dismissal or absence. Absence notes must be submitted within 3 DAYS after returning to school.

- **Please select an option**
  - Absent Note
  - Early Dismissal

- **Enter the date(s) of your child's absence or early dismissal below.** If your child was absent one day, the start date and end date should be the same.

- **Reason for Absence or Early Dismissal**
  - Sick
  - Other

- **Parent Contact for Confirmation**
  - Phone

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**Responder**:
- **Date:** 09/18/2021 11:29:05 AM
- **Start Date:** 08/19/2021
- **End Date:** 08/19/2021
- **Reason:** Absent Note
- **Updated Attendance:** Yes

**Admin Use Only**:
- **Updated Attendance:**
  - Yes
  - Enrolled/Entry Denied
  - Peding