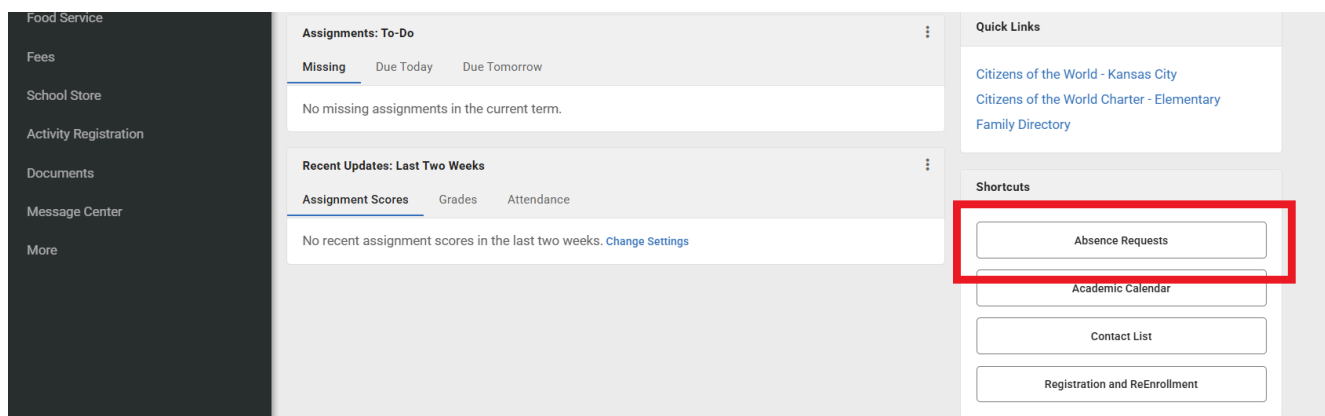


CREATING AN ABSENCE REQUEST THROUGH YOUR PARENT PORTAL



Please submit all student absences through your Parent Portal!
After logging in, please follow the steps below:

From the home page of your Parent Portal, click on "Absence Requests" from the Shortcuts menu.



Check the box(es) next to the student(s) who will be absent. Choose a reason for absence and whether the absence is for the entire day, a late arrival, or an early pickup.

Create Request

If your student is not available in the list, contact a school administrator.

Select the students you wish to submit an absence request for

☒ Carl Chameleon (Grade: K)

Excuse (Required)

Sick/Illness

Absence Type (Required)

☐ Full Day Absence

☐ Arrive Late

☐ Leave Early

(flip to the other side for the rest of the steps!)



For help logging into your Parent Portal, please email Ms. Kidd at tisha.kidd@midtowncommunityschool.org
Other questions can be directed to Ms. Jamesetta and Ms. Gina at the front desk, 816-499-8000

CREATING AN ABSENCE REQUEST THROUGH YOUR PARENT PORTAL (PAGE 2)



Choose the date (and time, if applicable), then add a reason for the absence. Don't forget to click "Submit"!

Grades

Grade Book Updates

Attendance

Food Service

Fees

School Store

Activity Registration

Documents

Message Center

More

Excuse (Required)

Sick/Illness

Absence Type (Required)

☒ Full Day Absence

☐ Arrive Late

☐ Leave Early

First Day (Required)

10/28/2025

Last Day (Required)

10/28/2025

Number of Days

1

Upload Document

Select files...

Drop files here to select

Comments (Required)

Carl came home from school with a fever yesterday, so we are keeping him home today to rest. We'll send him back when he's been fever-free without meds for 24 hours!

Submit

View Requests

All absence requests and their statuses can be found under "Current Requests". (If necessary, you can delete recently submitted absence requests by clicking on a request)

< Back | Absence Requests

Current Requests

RELATION TO STUDENT	NAME	START DATE	END DATE	STATUS
Mother	Carl Chameleon	Oct 28, 2025	Oct 28, 2025	SUBMITTED >

Number of Rows

10



For help logging into your Parent Portal, please email Ms. Kidd at tisha.kidd@midtowncommunityschool.org. Other questions can be directed to Ms. Jamesetta and Ms. Gina at the front desk, 816-499-8000.