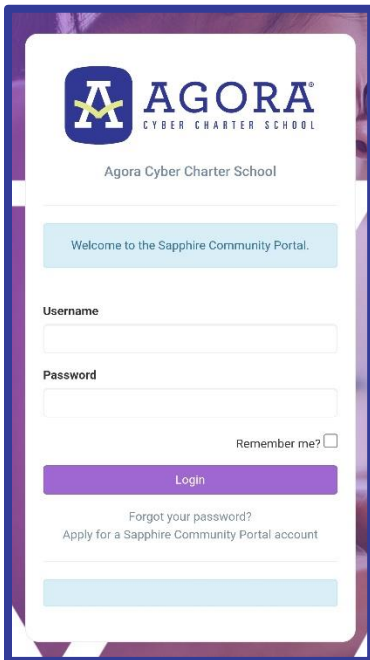


Submitting an Attendance Excuse on a Cell Phone

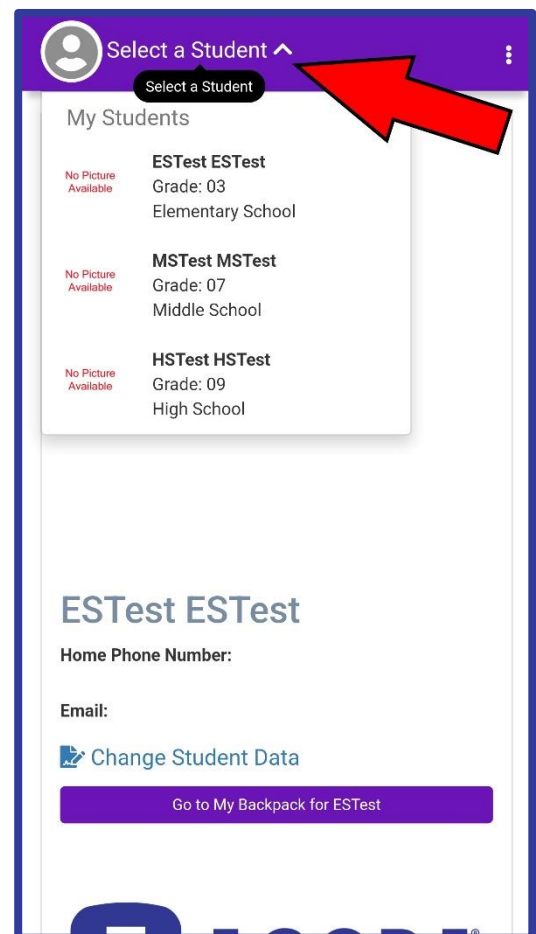
If your student is absent, you will receive a notification from the attendance office. For an absence to be considered excused, a Legal Guardian **MUST** submit a written explanation or medical excuse to the Attendance Office through the Sapphire Parent Portal.

Submit your excuse [HERE](#). This link can be accessed via your mobile device.

To submit an excuse, start by clicking the link above to log in to your Sapphire Community Portal. Enter your credentials to log in.

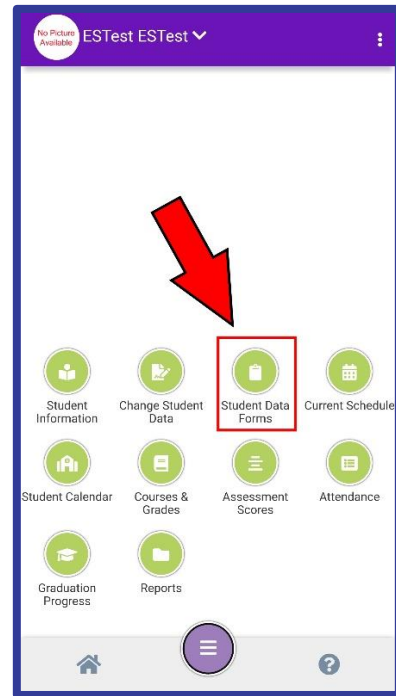
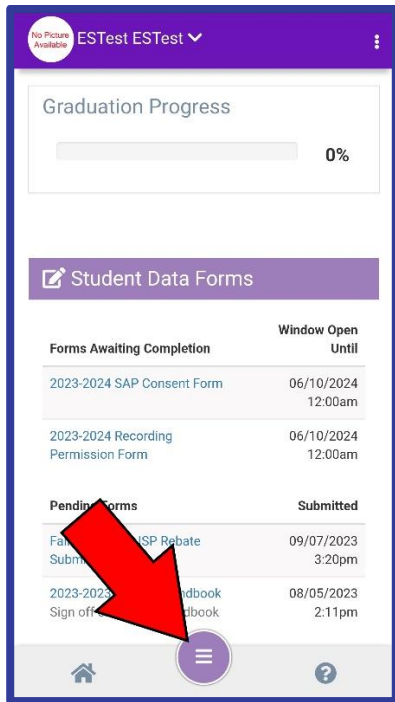


(Forgot your Sapphire Parent Portal username or password? Click here for help: [Applying for Sapphire Parent Portal Account.pdf](#) or [Forgot Password?](#))

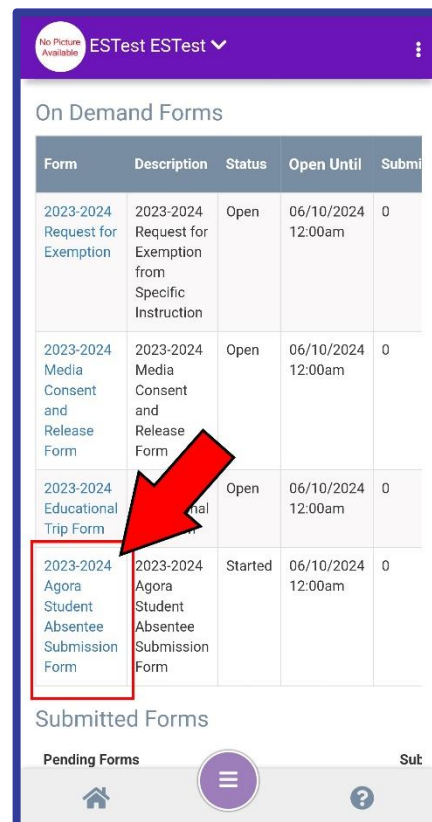


Next, select the student you'd like to submit an excuse for from the menu in the top-left corner.

On this screen, select the menu button at the bottom, then select 'Student Data Forms' from the menu list.



Next, select the Agora Student Absentee Submission Form from the list of On-Demand forms.

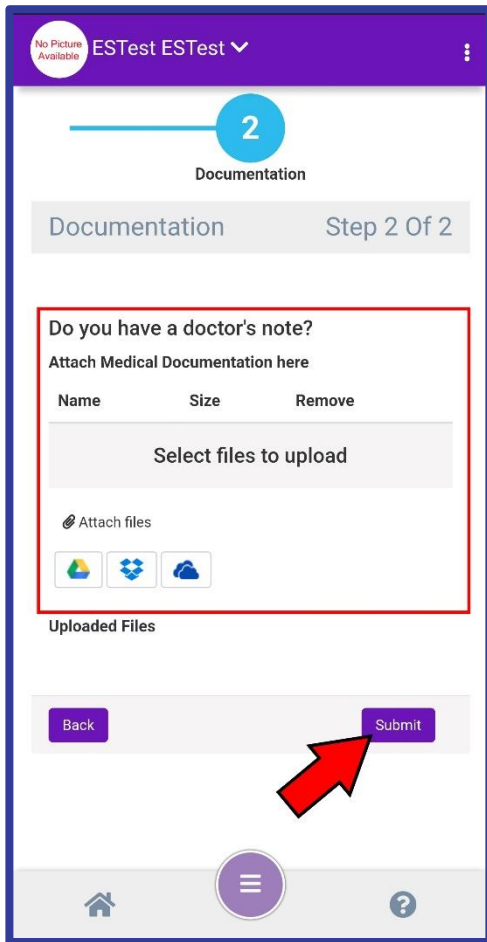


Be sure to fill out the form completely or the excuse may not be accepted.

Note: Absences for consecutive days may be submitted on the same form, but absences for non-consecutive days must be submitted with separate forms.

When finished with this page, click 'Next' to move to the documentation page before the excuse can be completed.

The screenshot shows a mobile application interface for submitting an absentee form. At the top, there is a purple header with a profile icon labeled 'No Picture Available', the text 'ESTest ESTest', and a dropdown arrow. Below the header, a large blue circle with the number '1' indicates the current step. The main title is '2023-2024 Agora Student Absentee Submission Form', with a subtitle '2023-2024 Agora Student Absentee Submission Form Step 1 Of 2'. The form is titled 'Absentee Submission Form' and includes the instruction: 'Please complete each field and attach the following information to report your student's absence from school on the following date(s):'. The form fields are: 'Name of Parent / Guardian submitting the form: *' with the value 'test'; 'Please enter an email address we can reach you at: *' with the value 'test@test.com'; 'Please note, if your absences are not two days or more in a row (consecutive), you must submit another attendance form.'; 'Absence date (starting on): *' with the value '08/16/2023'; 'Absence date (ending on): *' with the value '08/16/2023'; 'Reason For Absence *' with the value 'Illness Excuse'; and 'Notes to explain reason for Absence' with the value 'testing excuses'. At the bottom of the form, there are two buttons: 'Save Current Progress' and 'Next'. A red arrow points to the 'Next' button. The bottom navigation bar includes a home icon, a menu icon, and a help icon.



On this screen, you will have the option to attach any documentation, such as a doctor's note, to the excuse. When done, click 'Submit' to complete the process.

Completed forms can be found back on the Student Data Forms page.

If you have any questions, don't hesitate to reach out to your teacher or Family Coach for assistance.

