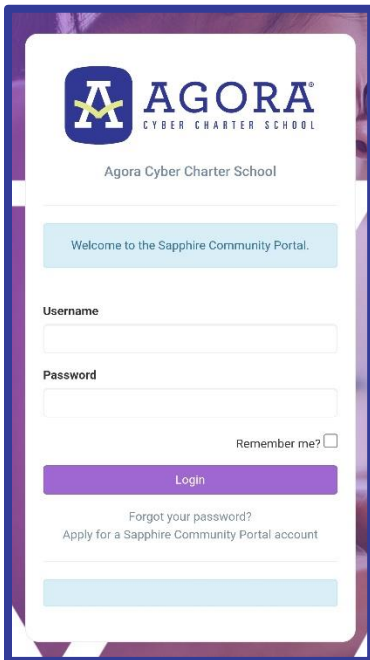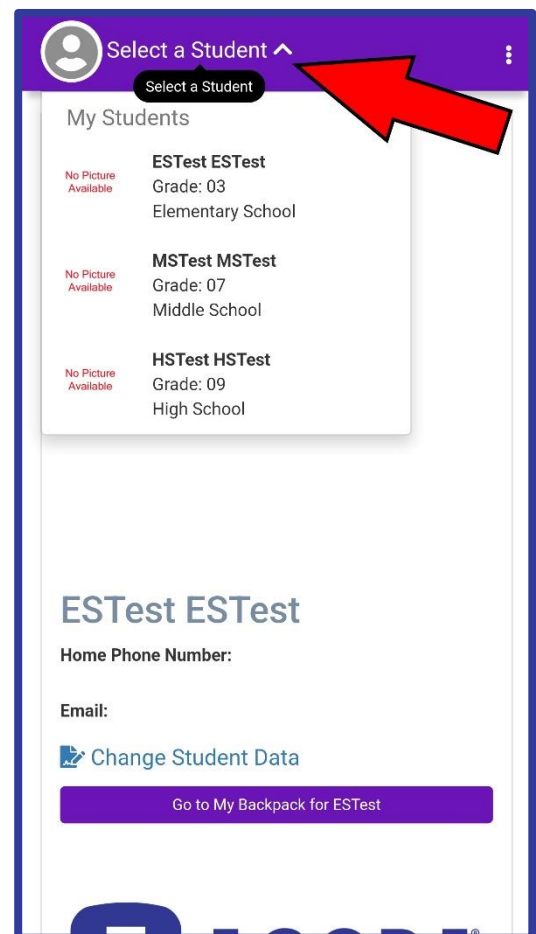# Submitting an Attendance Excuse on a Cell Phone

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.
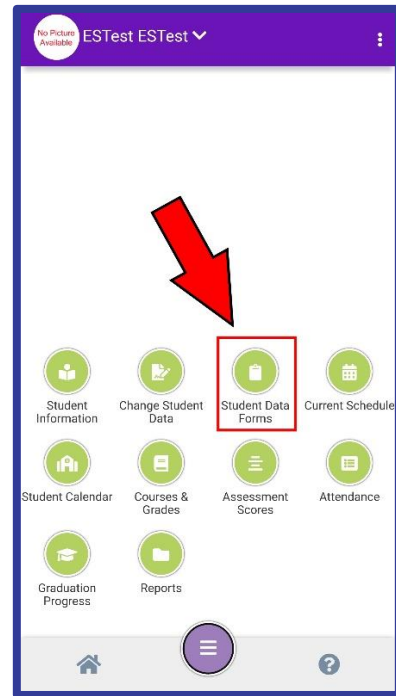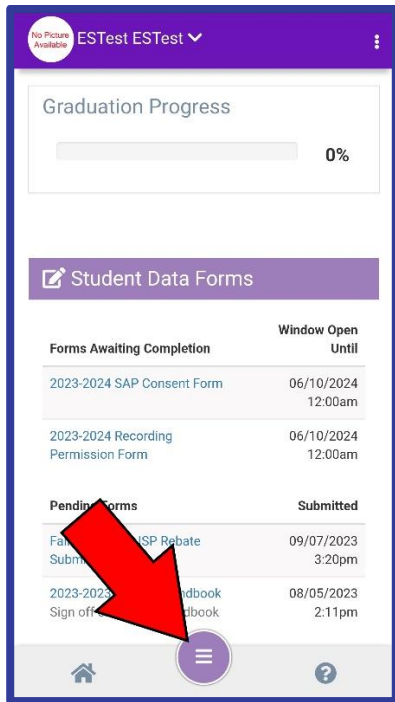

(*Forgot your Sapphire Parent Portal username or password? Click here for help:* [Applying for Sapphire Parent Portal Account.pdf or]() [Forgot Password?]())
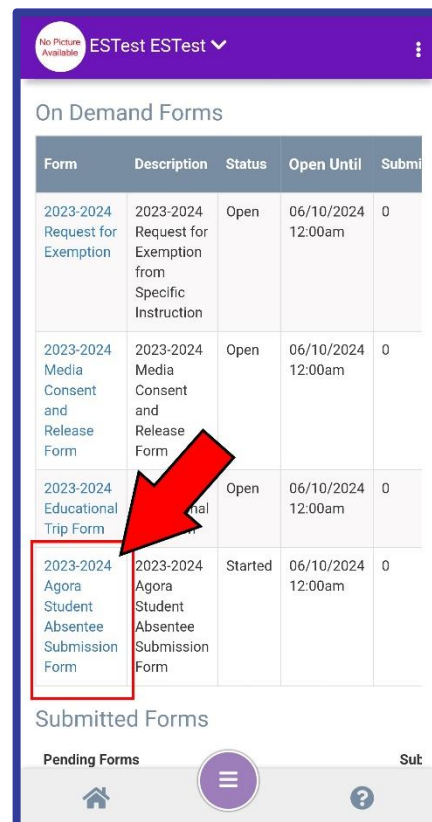

Next, select the student you'd like to submit an excuse for from the menu in the top-left corner.

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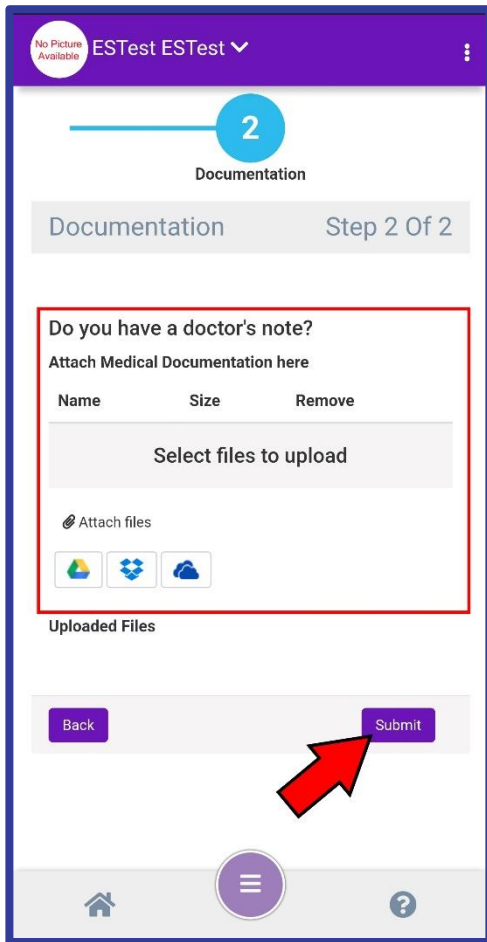
Be sure to fill out the form completely or the excuse may not be accepted.

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.

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.