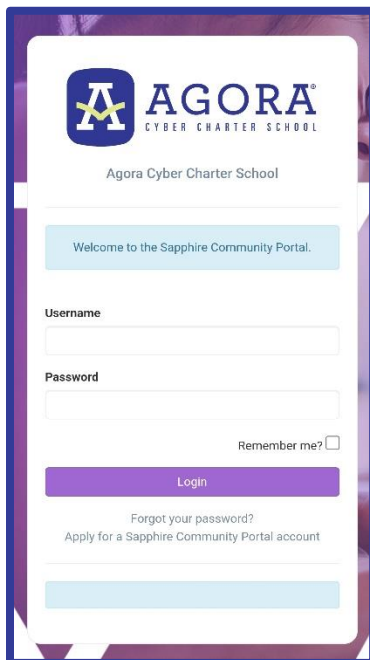


Submitting an Attendance Excuse on a Cell Phone

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.

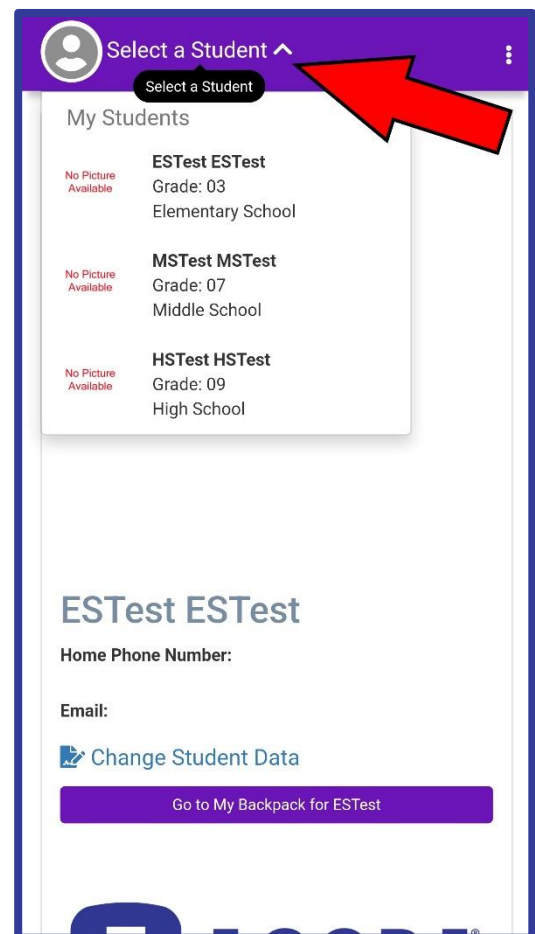
Submit your excuse [HERE](#). This link can be accessed via your mobile device.

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



The screenshot shows the login page for AGORA Cyber Charter School. At the top is the AGORA logo and the text "AGORA CYBER CHARTER SCHOOL". Below that is "Agora Cyber Charter School" and a welcome message: "Welcome to the Sapphire Community Portal." There are two input fields for "Username" and "Password", a "Remember me?" checkbox, and a purple "Login" button. At the bottom, there are links for "Forgot your password?" and "Apply for a Sapphire Community Portal account".

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



The screenshot shows the "My Students" page in the Sapphire Parent Portal. At the top, there is a "Select a Student" dropdown menu with a red arrow pointing to it. Below the dropdown is a list of students under the heading "My Students". Each student entry includes a placeholder for a picture ("No Picture Available"), a name, a grade, and a school type.

Student Name	Grade	School Type
ESTest ESTest	Grade: 03	Elementary School
MSTest MSTest	Grade: 07	Middle School
HSTest HSTest	Grade: 09	High School

Below the student list, there is a section for "ESTest ESTest" with fields for "Home Phone Number:" and "Email:". There is a link "Change Student Data" and a purple button "Go to My Backpack for ESTest".

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.

Graduation Progress

0%

Student Data Forms

Forms Awaiting Completion	Window Open Until
2023-2024 SAP Consent Form	06/10/2024 12:00am
2023-2024 Recording Permission Form	06/10/2024 12:00am

Pending Forms	Submitted
Fall 2023-2024 NSP Rebate Submission Form	09/07/2023 3:20pm
2023-2024 Student Handbook Sign off	08/05/2023 2:11pm

Red arrow points to the menu button at the bottom.

Student Information

Change Student Data

Student Data Forms

Current Schedule

Student Calendar

Courses & Grades

Assessment Scores

Attendance

Graduation Progress

Reports

Red arrow points to the 'Student Data Forms' icon.

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

On Demand Forms

Form	Description	Status	Open Until	Submitted
2023-2024 Request for Exemption	2023-2024 Request for Exemption from Specific Instruction	Open	06/10/2024 12:00am	0
2023-2024 Media Consent and Release Form	2023-2024 Media Consent and Release Form	Open	06/10/2024 12:00am	0
2023-2024 Educational Trip Form	2023-2024 Educational Trip Form	Open	06/10/2024 12:00am	0
2023-2024 Agora Student Absentee Submission Form	2023-2024 Agora Student Absentee Submission Form	Started	06/10/2024 12:00am	0

Submitted Forms

Pending Forms

Submitted

Red arrow points to the 'Agora Student Absentee Submission Form'.

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.

2023-2024 Agora Student Absentee Submission Form
Step 1 Of 2

Absentee Submission Form

Please complete each field and attach the following information to report your student's absence from school on the following date(s):

Name of Parent / Guardian submitting the form: *

test

Please enter an email address we can reach you at: *

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): *

08/16/2023

Absence date (ending on): *

08/16/2023

Reason For Absence *

Illness Excuse

Notes to explain reason for Absence

testing excuses

Save Current Progress Next

ES Test ES Test

2
Documentation

Documentation Step 2 Of 2

Do you have a doctor's note?
Attach Medical Documentation here

Name	Size	Remove
Select files to upload		

Attach files

Uploaded Files

Back Submit

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.

ES Test ES Test

Consent and Release Form	Consent and Release Form			
2023-2024 Educational Trip Form	2023-2024 Educational Trip Form	Open	06/10/2024 12:00am	0
2023-2024 Agora Student Absentee Submission Form	2023-2024 Agora Student Absentee Submission Form	Started	06/10/2024 12:00am	0

Submitted Forms

Pending Forms

	Sub
Fall 2023-2024 ISP Rebate Submission Form	09/07/2023
2023-2023 Student Handbook Sign off on student handbook	08/05/2023

Recently Completed Forms

Last Days Complete

No recent forms returned