How to Submit an Absentee Note to the Attendance Office

*If you prefer a video walkthrough click HERE.*

1. Go to www.agora.org and click on the 'Logins' button in the upper right of the screen. From there, click on the 'Parents' login button. Enter your credentials to log into your ClassLink Parent Portal.
Once logged in, click on the Sapphire Icon to log into Sapphire.

Please note: If you have not set up the Password Locker in ClassLink, you will need to manually enter your Sapphire credentials.
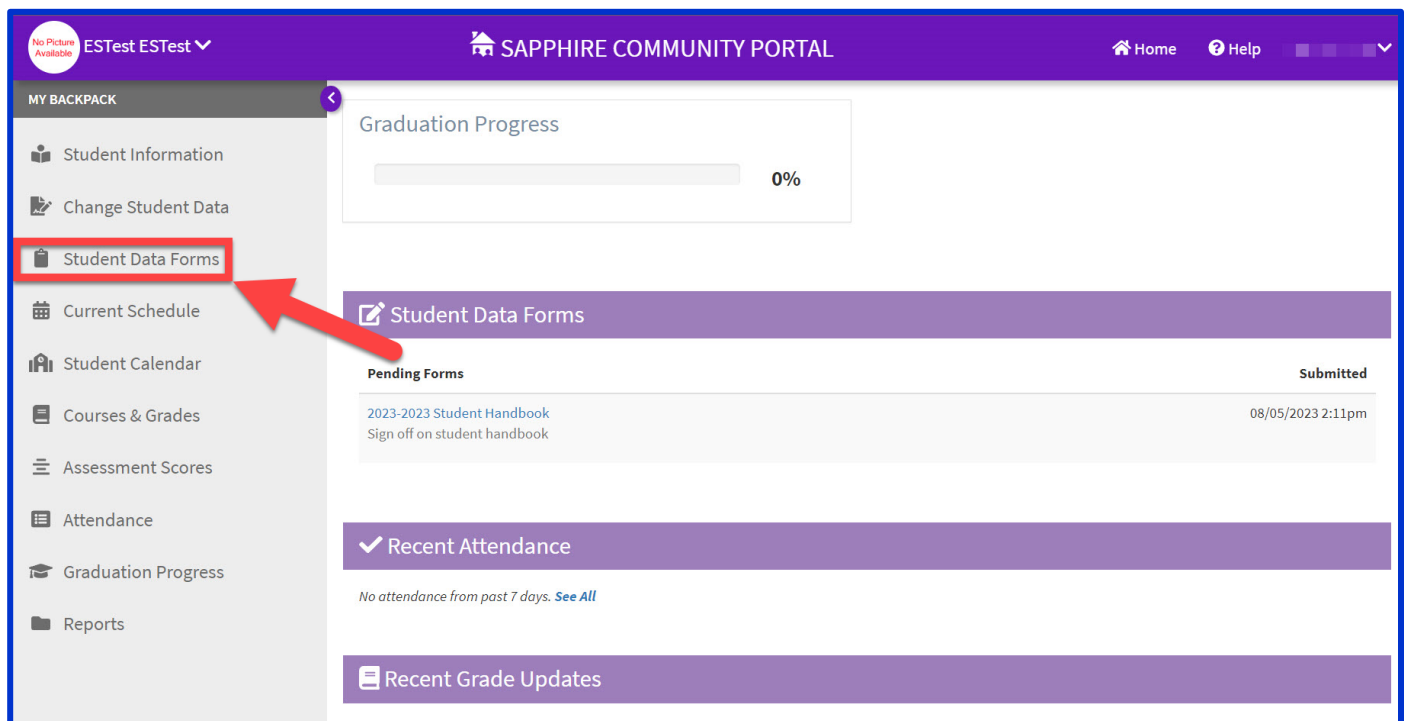
* Sapphire credentials were e-mailed to you, at the address we have on file. Can't find it? Contact Agora Help Desk requesting them by e-mailing support@agora.org.
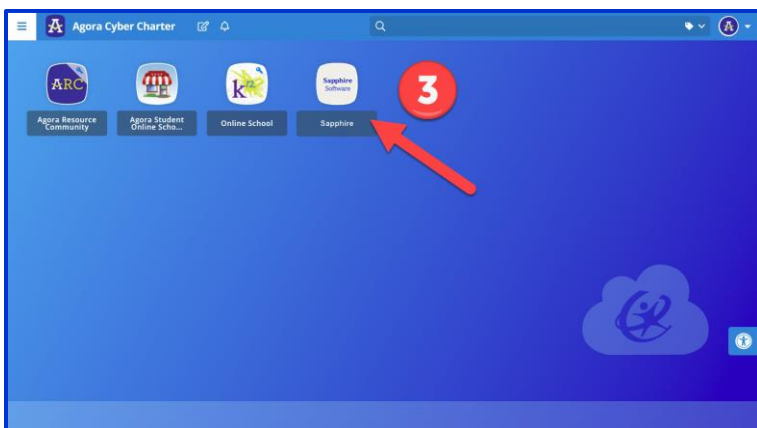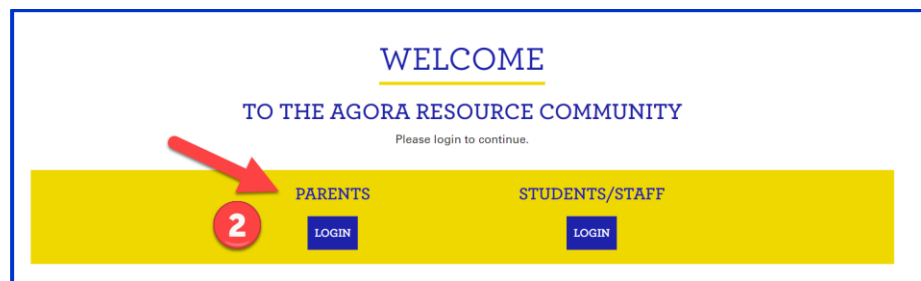
2. Once logged into Sapphire, select the student you wish to submit an excuse for.
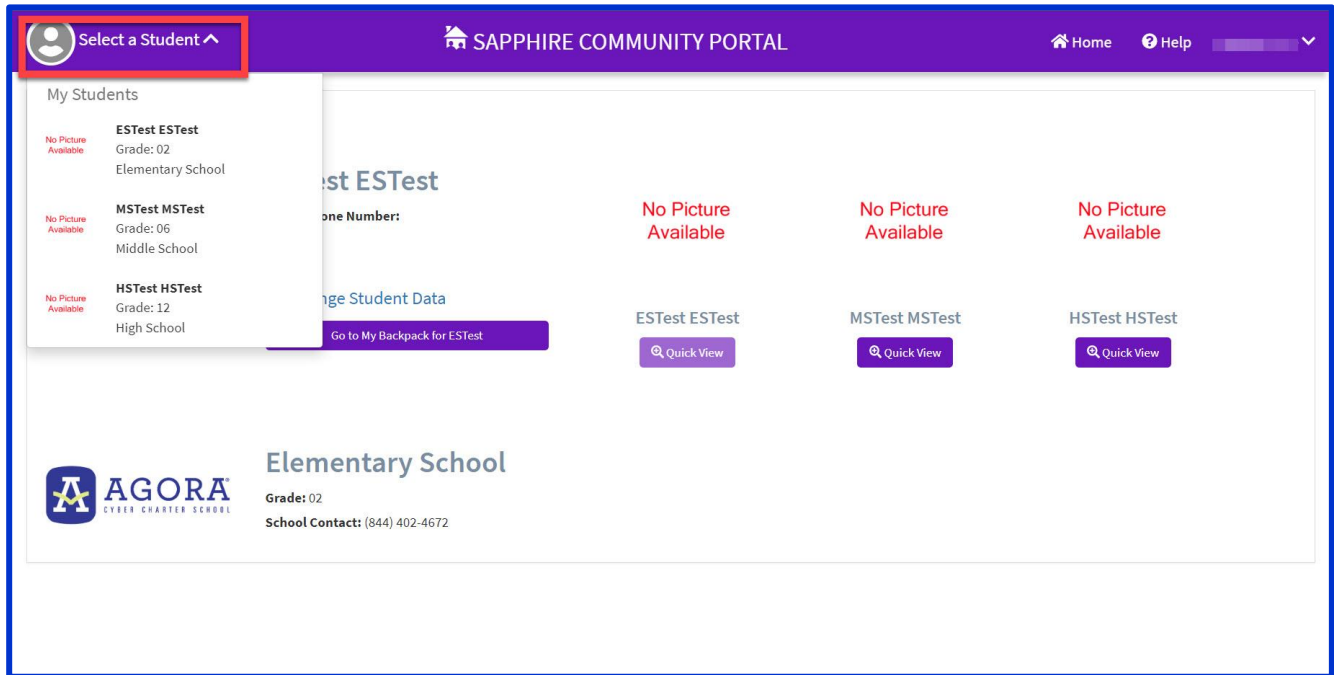
3. On the student page, click on the 'Student Data Forms' tab.

4. On the Data Forms page, click the 'Student Absentee Submission Form.

5. Fill out the form completely, including all require fields. If you have any attachments, such as a doctor's note, you can add those to the bottom of the form.

When done, click 'Submit'.

Important Notes:

➢ Completed forms will appear on the Student Data Forms page.

➢ Attendance excuses must be submitted within **three days** of the absence

➢ You may submit excuses for multiple, consecutive days on the same form.
   o You may NOT submit excuses for multiple days that were NOT consecutive on the same form. This requires separate forms.

➢ If you have any questions regarding attendance excuses, please contact your Family Coach.

➢ If you are having difficulty with your Sapphire account, please contact the Agora Help Desk at support@agora.org.