



## How to Submit an Absentee Note to the Attendance Office

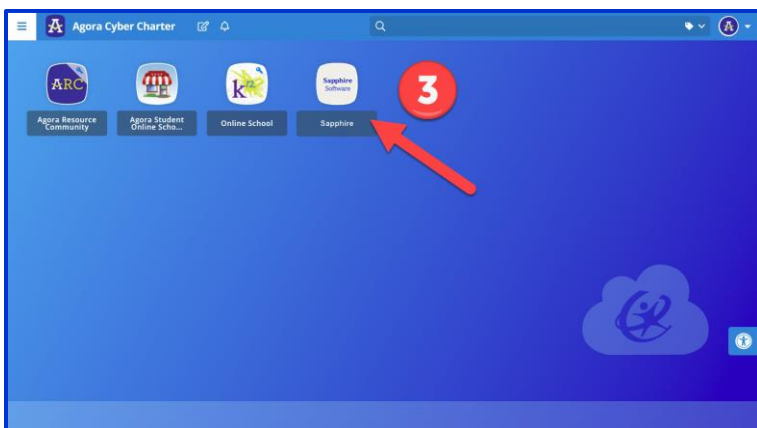
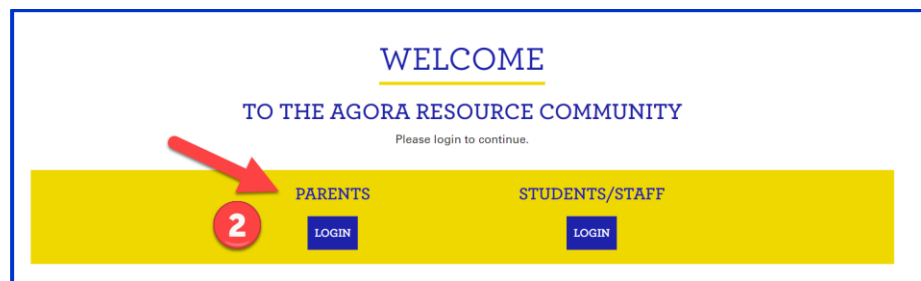
*If you prefer a video walkthrough click [HERE](#).*

1. Go to [www.agora.org](http://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.

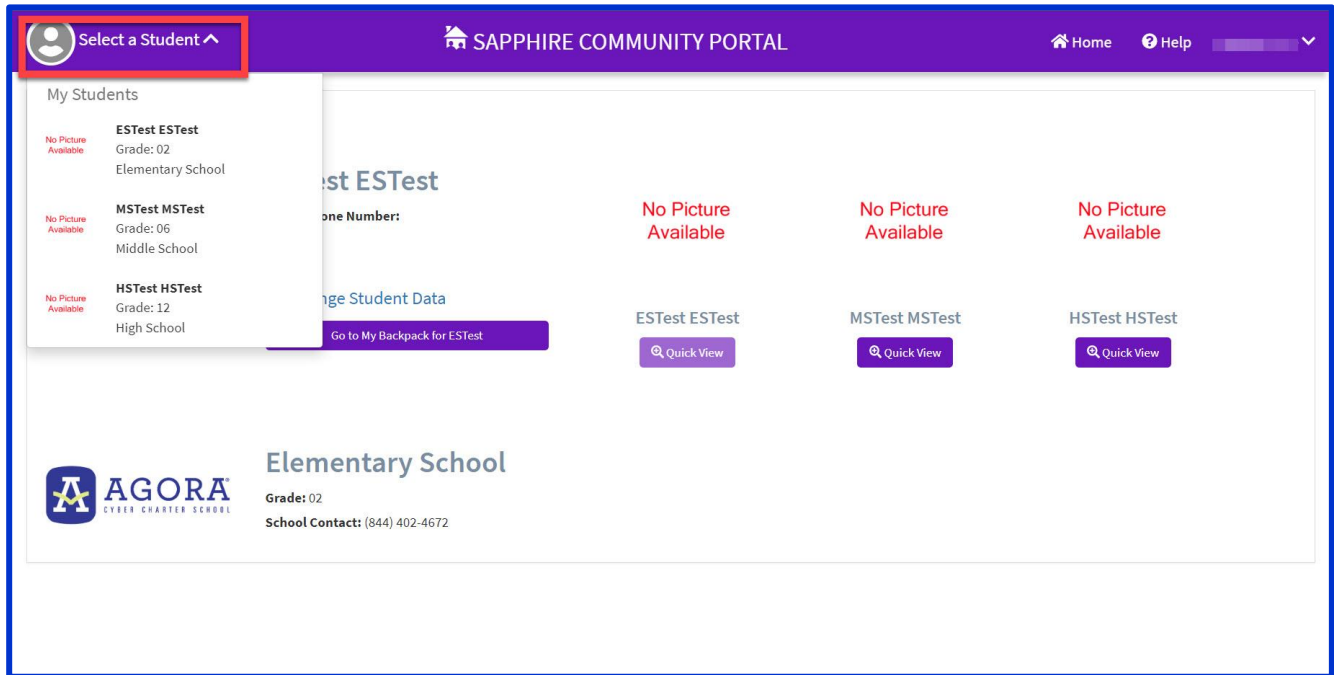
Once logged in, click on the Sapphire Icon to log into Sapphire.

**Please note:** If you have not set up the Password Locker in ClassLink, you will need to manually enter your Sapphire credentials.

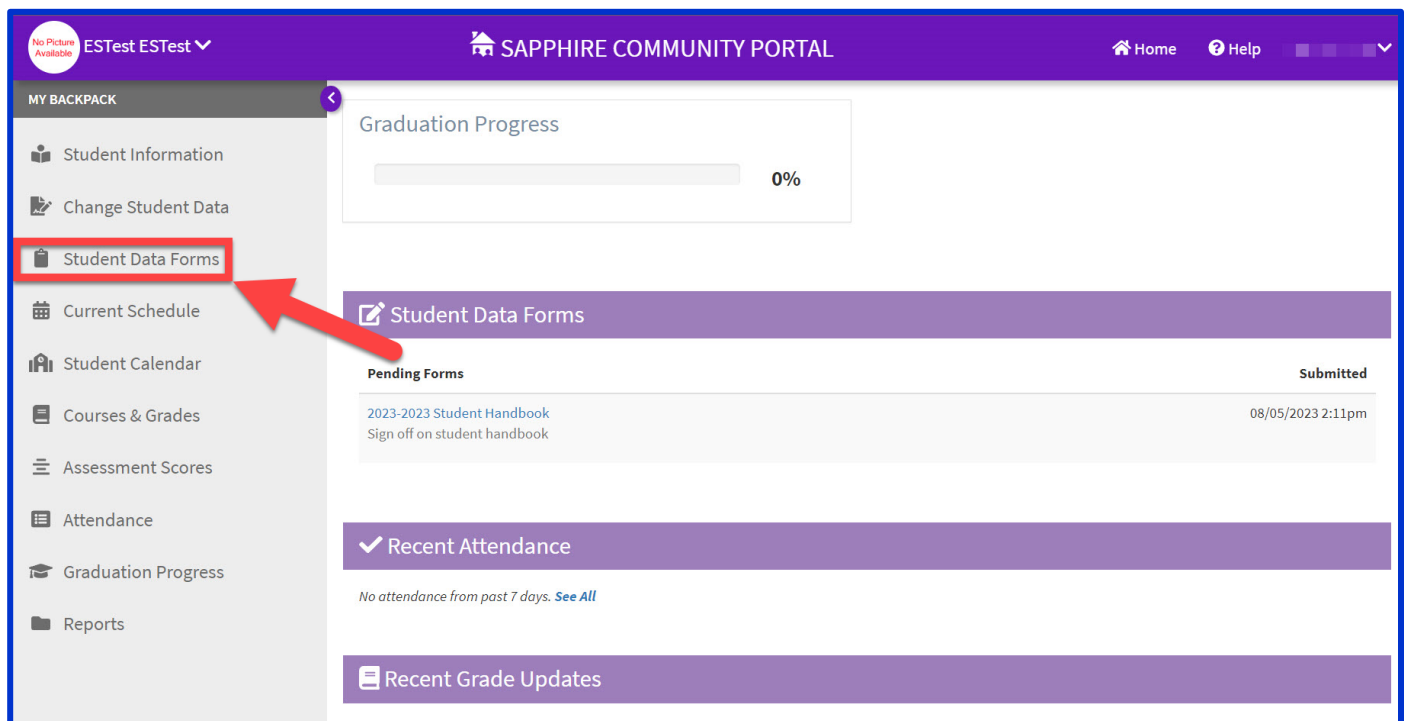
*\* Sapphire credentials were e-mailed to you, at the address we have on file. Can't find it? Contact Agora Help Desk requesting them by e-mailing [support@agora.org](mailto:support@agora.org).*



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'.

The screenshot shows the 'Student Data Forms' page in the Sapphire Community Portal. The left sidebar contains a 'MY BACKPACK' menu with options like 'Student Information', 'Change Student Data', 'Student Data Forms', 'Current Schedule', 'Student Calendar', 'Courses & Grades', 'Assessment Scores', 'Attendance', 'Graduation Progress', and 'Reports'. The main content area is titled 'Student Data Forms' and includes sections for 'Forms Awaiting Completion' (none), 'On Demand Forms', 'Submitted Forms', and 'Recently Completed Forms'. The 'On Demand Forms' section contains a table with the following data:

Form	Description	Status	Open Until	Submissions	Last Submitted
<a href="#">2023-2024 Agora Student Absentee Submission Form</a>	2023-2024 Agora Student Absentee Submission Form	Open	06/10/2024 12:00am	0	

A red box highlights this table, and a red arrow points to the link in the first row. Below the table, the 'Submitted Forms' section shows a 'Pending Forms' table with one entry: '2023-2023 Student Handbook Sign off on student handbook' submitted on 08/05/2023 2:11pm. The 'Recently Completed Forms' section shows a filter for 'Last 30 Days' and a status of 'Completed', with a note that no recent forms were returned.

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'.

The screenshot shows the '2023-2024 Agora Student Absentee Submission Form' in the Sapphire Community Portal. The form is titled 'Absentee Submission Form' and is 'Step 1 Of 1'. It includes instructions to complete each field and attach information to report a student's absence. The form fields are: 'Name of Parent / Guardian submitting the form:', 'Please enter an email address we can reach you at:', 'Absence date (starting on):', 'Absence date (ending on):', 'Reason For Absence', and 'Notes to explain reason for Absence'. Below these fields is a section for attachments, titled 'Do you have a doctor's note or court documentation?'. This section includes a dropdown menu with 'Yes' selected, a text area for 'Attach doctor's note or court documentation here', and a file upload area with a 'Drop files here to upload' prompt and icons for attaching files. A red arrow points to the 'Submit' button at the bottom right of the form.

## 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.
  - 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](mailto:support@agora.org).