

Reporting Attendance Procedures


1. Log into the parent Portal – <https://portals.veracross.com/oapb>

2. Click on Report Attendance



3. Select child

Student Logistics Request

Select a child
John 


Select a date
Wednesday, Aug 14

Request a change to:
 Attendance

4. Select date (today)

Student Logistics Request

Select a child
John

Select a date
Wednesday, Aug 14 


Request a change to:
 Attendance Multi-Day Absence

5. Request a change to: Check Attendance

Student Logistics Request

Select a child
John

Select a date
Wednesday, Aug 14

Request a change to:
 Attendance 

6. Choose a reason

Student Logistics Request

Select a child
John

Select a date
Monday, Aug 19

Request a change to:
 Attendance

What is the reason for this request?
Choose a reason...
ILL/Medical
Medical appointment (provide doctor's note)
Appointment (other than medical)
Death in family
Travel
Sports related
College visit
School related or field trip

Monday, Aug 19th
 Leave Early
 Leave Early & Return

Attendance Office:

SUBMIT

7. If the student will be out all day – select Absent

If the student will be late to school – select Arrive Late

If the student needs to leave early – select Leave Early

If the student will be leaving and returning - select Leave Early & Return

Student Logistics Request

Select a child
John

Select a date
Monday, Aug 19

Request a change to:
 Attendance

What is the reason for this request?
ILL/Medical

What will John's status be on Monday, Aug 19th
 Absent ←
 Arrive Late ←
 Leave Early ←
 Leave Early & Return ←

Additional information for the Attendance Office:

SUBMIT

8. Complete the required time information

Student Logistics Request

Select a child

John

Select a date

Monday, Aug 19

Request a change to:

Attendance



What is the reason for this request?

ILL/Medical

What will John's status be on Monday, Aug 19th

Absent

Leave Early

Arrive Late

Leave Early & Return

Late Arrival Time:

Pick a time



Additional information for the Attendance Office:

SUBMIT

9. Add any additional information in the box provided (please make note when additional information is required)

Student Logistics Request

Select a child

John

Select a date

Monday, Aug 19

Request a change to:

Attendance

What is the reason for this request?

ILL/Medical

What will John's status be on Monday, Aug 19th

Absent

Leave Early

Arrive Late

Leave Early & Return

Additional information for the Attendance Office:

SUBMIT



10. Hit Submit and you are done!

Student Logistics Request

Select a child

Select a date

Request a change to:

 Attendance

What is the reason for this request?

What will John's status be on Monday, Aug 19th

 Absent Leave Early Arrive Late Leave Early & Return

Leave Time:

Additional information for the Attendance Office:

SUBMIT

Student Logistics Request

Your request has successfully been submitted.



ENTER ANOTHER REQUEST