Attendance notices are sent via email, text and voice for absent/tardy notifications. See examples of the text and email messages that are sent to parents:

### Text Notifications

**Absent for the day:**

[Lincoln School] Jenny was absent from school today, May 4th. Call 555-555-5555 to discuss this notice or click [http://psqr.io/a123](http://psqr.io/a123) to send a note to explain the absence.

**Absent for the day:**


**Absent from 1st and 3rd periods:**

[Lincoln School] Erica was absent from 1st and 3rd period today, March 27th. Call 555-555-5555 to discuss this notice or click [http://psqr.io/a123](http://psqr.io/a123) to send a note to explain the absence.

**Absent from 1st and 3rd periods:**


**Tardy for the day:**

[Lincoln School] Levi was tardy today, March 27th. Call 555-555-5555 to discuss this notice or click [http://psqr.io/a123](http://psqr.io/a123) to send a note to explain the absence.

**Tardy for the day:**

Absent in 1st and tardy in 3rd period:
[Lincoln School] James, was absent from 1st period and tardy in 3rd period today, March 27th. To discuss this absence or tardy, call 555-555-5555.

Absent in 1st and tardy in 3rd period:
[Lincoln School] Su hijo, Mateo, estuvo ausente del 1er periodo y tardía en el 3er periodo hoy 27 de marzo. Para justificar o discutir esta ausencia o tardía, llame al 555-555-5555.

Email Notifications

Cobb Demo School

Jordon was absent from school today, January 16th. Call 770-426-3544 to discuss this notice or click https://psqr.io/9pAd8S3ekf to send a note to explain the absence. Please disregard this message if you have already contacted the school office.

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message. Contact the school directly if you have any questions.

Note: if set to “period” attendance, once a student misses more than three periods the notice will go out as an all “day” absence notice.

View Attendance Notices on Web and Send a Note

1. From Home, select Alerts and Notices.
2. Click the **Attendance** tab at top to see all notices for the last three weeks.

3. Click **Send Note to School** to add a note to the school.

![View Attendance Notices on mobile App and Send a Note](image)

4. From Home, tap **More**, then **Student Notices** to see all notices for the last three weeks.
5. Tap **Send Note to School** to add a note.