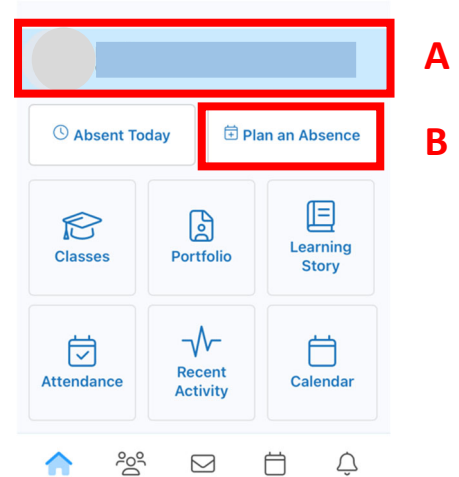Edsby Tips for Parents

Doing your attendance with the Edsby app

A) When you first log into the Edsby app, you should be able to see a list of all your children that are in schools within PSSD.

A

B) Click on "Plan an Absence".

B

Classes | Portfolio | Learning Story

Attendance | Recent Activity | Calendar

Planned Absence

Name of Student

will not be attending school

C) Include the date and time that your child will be missing. If they will be missing the entire day, click on the clock and select "Beginning of Day" in the first box and "End of Day" in the second box.

If your child is only missing a portion of the day, you can include the start and end times here. **Try and be as specific as possible**.

From
None
Until
None

C

Reason

D

Comment

E

NOTE: If the admin assistant needs to adjust the times your child is absent to coordinate with the school's bell system, you may get a notification that your absence was denied. Do not be alarmed, this is just a way to make sure the absence is accepted by the Edsby system correctly.

D) Select a reason for the absence from the drop-down menu.

Cancel **Send to School Office**

F

Excused - Bus

Excused - Compassionate

Excused - Excused by Parent

Excused - Illness

Excused - Medical Appointment

Excused - Weather

E) Add any additional comments here.

F) Make sure to click "Send to School Office".