

AACPS – Absence or Early Dismissal Request Parent Portal

Utilizing the web-based Parent Portal application or mobile app, Parent(s)/Guardian(s) will have the opportunity to submit an absence note or early dismissal request online via the Parent Portal.

Sign into Parent Portal- Web-based	Sign into Parent Portal- Mobile App
 Open a web browser on your computer and go to <u>www.aacps.org</u>. 	 Install the app on your device. Upon first opening the app, you will be asked to enter the district code.
2. Click the Student/Parent Portal quick link icon at the top of the page. Image: Student/Parent Portal Image: Student Portal <t< th=""><td>2. Enter LTDJ in the boxes that appear on the screen as shown and click Continue.</td></t<>	2. Enter LTDJ in the boxes that appear on the screen as shown and click Continue .
3. Click the PowerSchool Student and Parent Sign-In icon on the right. You will be directed to the Sign In page. Image:	3. At the Sign In screen, enter the Username and Password you created when you established your Parent Portal account. Click Go. Image: Code Sign In County Public Sc. Anne Arundel County Public Sc. Arrangedis Deservative Password Event Vername Password Forget Vername Forget Vername The Dashboard is the default page of the app.
 4. Enter the Parent Portal Username and Password you created. a. For assistance with logging in: Click on the Forgot Username or Password link found on the sign in page. <u>OR</u> Contact your student's school for further assistance with logging in. 	

PowerSchool

Complete the Form- Web-based	Complete the Form- Mobile App
 Click the student name across the top that you are completing the form for. 	1. Select your student by clicking on the down arrow to the right of the picture in the upper right- hand corner of the screen.
2. Click Forms on the left menu bar.	2. Click More located in the lower right hand corner and click Forms .
3. Click AACPS-Absence or Early Dismissal Form Spanish, use the dropdown in the upper right of English	to open the form. (<u>Note</u> : To change the text to corner.)
 Read and complete the form as directed on so completed. 	reen. Any field marked with an asterisk (*) must be
5. Click Submit . Your submission will be reviewed by the main office.	

A running list of previous submissions will appear within the response area in the middle of the page.

ACPS - Absence or Early Disn	nissal Request						English	h
ease use this form to notify scho	ool of early dismissal or absence. Abs	sence notes must be submitte	d within 3 DAYS after r	eturning to school.				
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nter the date(s) of your child	s absence or early dismissal below	v. If your child was absent o	ne day, the start date	and end date shou	ld be the same.			
itart Date: *		End Date: *						
MM/DD/YYYY		MM/DD/YYYY						
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O Death in Family/Funeral	O Doctor Appointment	O Other (Name on le	gal ID must match na	me entered.)				
O Religious Holiday	O Other							
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AACPS – Solicitud de Ausencia o Salida Temprana Portal de Padres

Utilizando la aplicación del Portal para Padres basada en la web o aplicación móvil, los Padres / Tutores tendrán la oportunidad de enviar una nota de ausencia o una solicitud de salida temprana en línea a través del Portal de Padres.

Inicie sesión en el Portal de Padres- en la web	Inicie sesión en el Portal de Padres – para móviles
 Abra un navegador web en su computadora y vaya a <u>www.aacps.org</u>. 	 Instale la aplicación en su dispositivo. Al abrir la aplicación por primera vez, se le requerirá que introduzca el código del Distrito.
2. Haga clic en el icono de enlace rápido del Portal de estudiantes/padres en la parte superior de la página. Image: Student/Parent Portal Image: Student/Parent Portal Student/Parent Portal School Security	2. Escriba LTDJ en la caja que aparece en la pantalla tal y como se muestra y haga clic en Continuar.
3. Haga clic en el icono de inicio de sesión de PowerSchool para estudiantes y padres a la derecha. Se le dirigirá a la página Iniciar sesión. Image: PowerSchool Student and Parent Sign-In Click Here to Log In	 3. En la pantalla de Iniciar sesión, introduzca el Nombre de usuario y Contraseña que creó cuando estableció su cuenta del Portal para Padres. Haga clic en Ir (Go) Pistici Code Sign In Propio Si
 4. Ingrese el nombre de usuario y la contraseña del portal para padres que creó. a. Para obtener ayuda con el inicio de sesión: i. Haga clic en el enlace Olvidé mi nombre de usuario o contraseña que se encuentra en la página de inicio de sesión <u>O</u> ii. Póngase en contacto con la escuela de su estudiante para obtener más ayuda con el inicio de sesión. 	



Complete el formulario de consentimiento -en la web	Complete el formulario- Aplicación móvil
 Haga clic en el nombre del estudiante en la parte superior para el que está completando el formulario. 	1. Seleccione su estudiante haciendo clic en la flecha hacia abajo a la derecha de la imagen en la esquina superior derecha de la pantalla.
 Haga clic en Formularios en la barra de menú izquierda. 	2. Haga clic en Más y seleccione Formularios para actualizar los formularios de consentimiento de padres o estudiantes
 Haga clic en AACPS-Formulario de ausencia o (<u>Nota:</u>Para cambiar el texto al español, utilice English 	despido anticipado para abrir el formulario. el menú desplegable en la esquina superior derecha).
 Lea y complete el formulario como se indica e asterisco (*) debe completarse. 	n la pantalla. Cualquier campo marcado con un
 Haga clic en Enviar Su presentación será revisada por la oficina pr 	incipal.

Una lista en ejecución de envíos anteriores aparece dentro del área de respuesta en el centro de la página.

ase use this form to notify school of early dismissal or absence. Absence notes must be submitted within 3 DAVS after returning to school Asse steed an option * 'Absent Note Early Dismissal ter the date() of your child's absence or early dismissal below. If your child was absent one day, the start date and end date should be the same. tara Date: - Ind Date: - MMDD/YYYY - - Start Date dots - Other (Name on legal ID must match name entered.)) Cealt in FamilyFuneral) Count) Count	CPS - Absence or Early Disr	nissal Request						Englis	h
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