

Porters Lake Elementary

Reporting Your Child's Absence

1. Phone (Toll-Free)

- Call 1-833-582-6940
- If your number isn't recognized, enter the one the school has on file.
- Follow the prompts to report the absence.

2. PowerSchool (SchoolMessenger)

- Log into the Parent Portal
- Click SchoolMessenger > Attendance > Report an Absence
- Follow the steps.

3. App

- Download the SchoolMessenger app (Android/iOS)
- Sign up using your PowerSchool email
- Tap Attendance and follow the prompts.

Absences can be reported ahead of time, up until the start of the school day.

Important Note:

- You can only report your child as Absent with Notification (AWN) · not late.
- If your child is arriving late, they will be marked late once they arrive.
- Even if you call the school, we cannot mark them late until they are physically present.
- This helps us keep accurate records of who is in the building.