



# Canadian International School of Hong Kong 香港加拿大國際學校



## How to report student absences on the parent portal

Step 1: Login to Veracross Parent Portal

URL: <https://portals.veracross.com/cdnis/parent/>

Step 2: Click Attendance

The screenshot shows the Veracross Parent Portal interface. The top navigation bar includes 'Parent Portal', 'Messages', and 'My Calendar'. Below this, there are links for 'My Children', 'My Calendar', 'Directories', and 'School Documents'. The main content area is divided into several sections:

- Home:** A yellow banner with a checkmark icon and the text 'Click here to review school policies' and 'Privacy policy and emergency medical treatment authorisation'.
- Upcoming:** A calendar view for January 27-31. The dates are: SUN - JAN 27, MON - JAN 28 (MS Day 4), TUE - JAN 29 (MS Day 1), WED - JAN 30 (MS Day 2 (MS SA D2) MS Wednesday), and THU - JAN 31 (MS Day 3).
- My Children:** A section for 'Student01' with buttons for 'Classes & Reports', 'Daily Schedule', 'Recent Updates', and 'Assignments'. Below this, it says 'CURRENT LOCATION FREE, no more classes'.
- My Household:** A vertical sidebar of red buttons with icons and labels: 'School Policies', 'Medical Profile', 'Family Profile', 'Directory Preferences', 'Attendance' (highlighted with a blue arrow), and 'FAQ'.

Step 3: Fill in the student logistics request form, and click submit to finish

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Vision: To inspire excellence, cultivate character, and empower engagement locally and globally



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## Student Logistics Request

### Select a child

Student01

### Select a date



Monday, Jan 28

### Request a change to:

Attendance

Multi-Day Absence

### What will Student01's status be on Monday, Jan 28th

Absent

Leave Early

Arrive Late

Leave Early & Return

The reason for the absence.

SUBMIT

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