## How to Notify the Studio Your Child Will Be Absent

If your child is absent from class, please be sure to record their absence in your Parent Portal so that the teacher can plan accordingly. First, login to your account then click the "More" button that is located at the top of the page. Scroll down and select "Attendance." From there, select the black button that says "Report Absence," and then choose the student(s) that will not be in class. Pick the date that they will be absent for and then select "next." At this point they should be fully documented in our system that they will not be in class!