



nPortal

**Reports and Mark Future
Absences**

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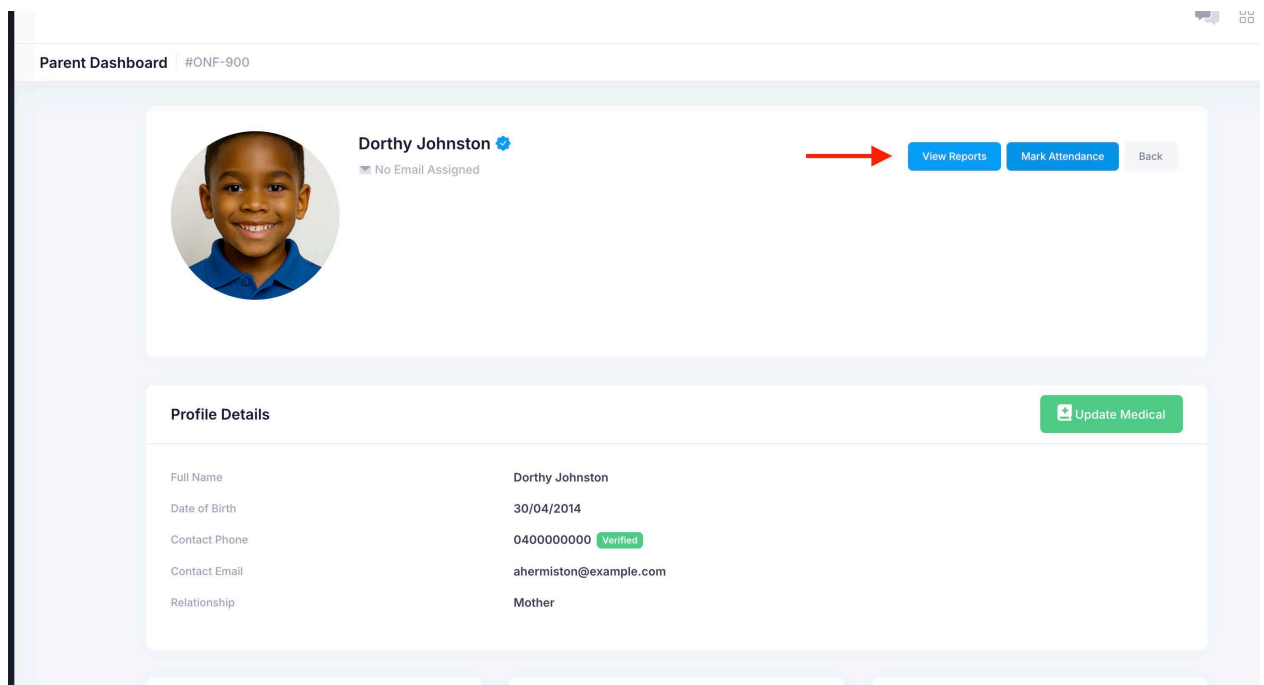
Reports

Saving time and effort

In your child's profile, you will see a variety of data, such as profile information and assessment reports.

To view your child's semester reports, simply choose the selected child's profile. There will be a blue "View Reports" button at the top of the page, click that. You will then be presented with all the available reports for your child. Click on "download", they will now download to your device where you can view them.

If viewing via the app, select the required student and then the reports tile. From there, you can download the report to your device.

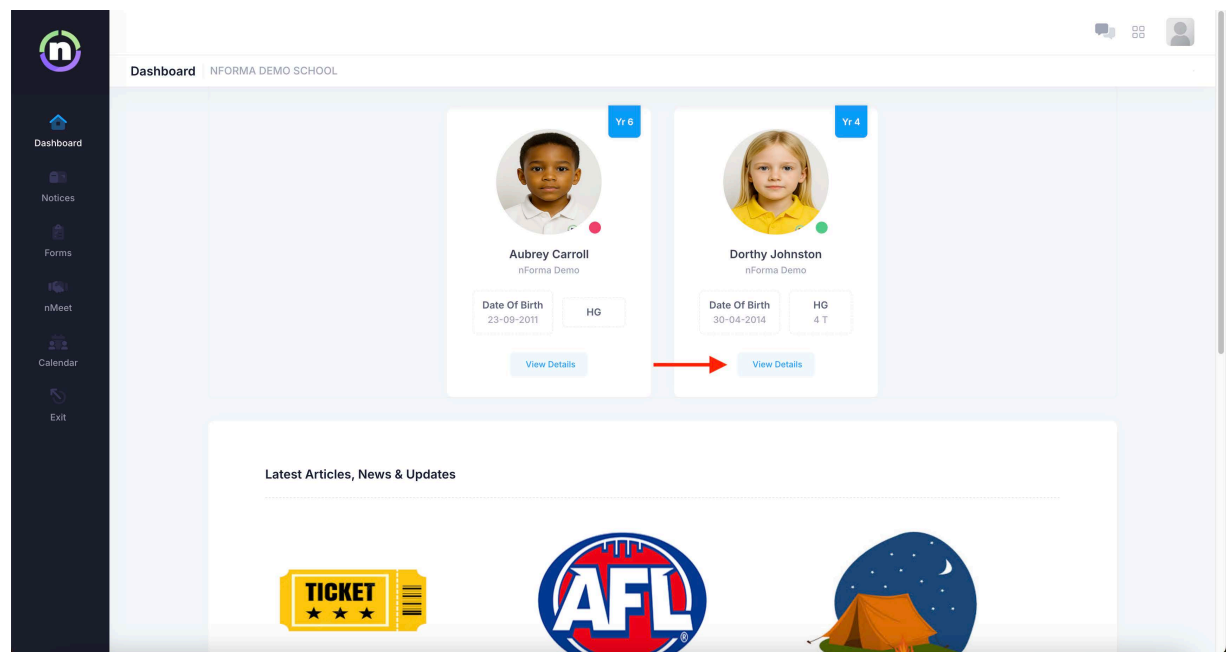


Mark Future Attendance

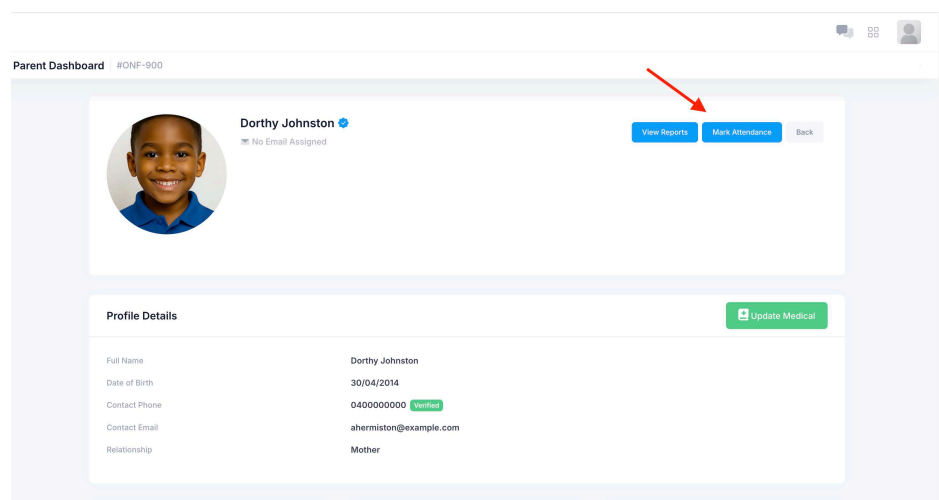
Improving school efficiency

In your child's profile, you will be able to mark any future absences without having to contact the school directly.

To mark a student's absence, log into the nPortal or "nForma for Parents" app and select the child.



Click on the "Absent" tile in the app or "Mark Attendance" button at the top right of the desktop page.



This will present you with a pop up window. Fill in the details of the absence report. Once done, submit. The data will then be transferred across into the school's system.

The screenshot shows a 'Parent Dashboard' with a sidebar on the left containing links like 'Profile', 'Full Report', 'Dates', 'Contact', and 'Relationships'. The main content area features a pop-up window titled 'Mark Future Absence (Dorothy Johnston)'. The pop-up contains the following fields: 'Reason Type' (dropdown menu with 'Medical' selected), 'Start Date' (text input with 'From Date' placeholder), 'End Date' (text input with 'End Date' placeholder), 'Short Description' (text input with 'Short Description' placeholder), and 'Absence Type' (dropdown menu with 'AM' selected). A blue 'Submit' button is at the bottom left of the pop-up. In the background, there are buttons for 'Attendance' and 'Back', and a green 'Update Medical' button. At the bottom of the dashboard, there are three summary cards: 'Attendance By Reason' (Absences so far), 'Absence Overview' (Days), and 'Unexplained Attendance' (Late, Early & Full Day Count).

The screenshot shows a mobile app interface for a parent. At the top, the status bar shows the time 10:29, signal strength, Wi-Fi, and battery at 87%. Below the status bar is a dark purple header with a back arrow, the name 'Sophia Anderson', and 'Year 1 / HG 2A'. The main section is titled 'Future Attendance' with the instruction 'Mark future attendance:'. It contains the following fields: 'Absence Type' (dropdown menu with 'AM' selected), 'Reason Type' (dropdown menu with 'Late - parent choice' selected), 'Start Date' (text input with '25/01/2025'), 'End Date' (text input with '25/01/2025'), and 'Short Description' (text input with 'Sophia will be late'). A large dark purple 'Submit' button is at the bottom.