

Milwaukee Lutheran Middle & High School

REPORTING ABSENCES

OPTION #1: SUBMIT ABSENCE ONLINE IN BLACKBAUD

In the event your student needs to miss part of or the entire school day, you can excuse your student from school through Blackbaud.

Note: it is assumed that your student will be checking in online to review missing work/classroom instruction via Blackbaud.

*****DO NOT USE THIS METHOD IF THE REQUEST IS WITHIN THE HOUR. EMERGENCIES ONLY, SEE OPTION 2 BELOW.*****

Step 1. Log in to your **Blackbaud Parent Portal**. Click this link to [Log into Blackbaud](#).

Step 2. Navigate to the **Progress** tab for your student, directly below Student's Name

Step 3. Select **Report Absence** then select **relevant child** you're reporting absence for (if you have multiple students linked to your account).

Step 4. Select **Type of Absence** (select applicable) and enter **start/end time** and **day/dates**

- If late arrival/early dismissal, **enter time** of arrival/dismissal
- Proceed to **Return** question, if applicable

Step 5. Reason for absence will autofill

Step 6. Comment please enter a brief reason for absence

Step 7. Submit Note: you will be notified on bottom lower right of screen green box that says Absence

OPTION # 2- CALL THE ATTENDANCE OFFICE

CALL THE ATTENDANCE LINE AT 414-461-6062

If your student is going to be absent the entire day, will arrive late, or needs to leave early please call **prior to 9:30 am**. Calls not received and entered prior to this time will result in a Robocall from the attendance office and documented as a Truancy per state statutes.

Please leave the following information when leaving a voice message:

- Your full name & relationship to the student
- Your student's first and last name along with grade
- Reason for the absence
- If the student is leaving early please state the time you would like your child dismissed. Requests must be made at least an hour in advance of release time or ideally by 9:30 am.
- Please note that families must make pickup arrangements **before 2pm**, last minute pick up requests will not be answered or processed after that time. If a call is not made by 2pm, student(s) will remain in class until 3:20.

**** ABSENCES CALLED IN BY STUDENTS WILL NOT BE ACCEPTED ****

**** If a student gets ill at school they should ask the teacher for permission to go to the main office. The attendance staff will contact the parent/guardian/emergency contact on file if needed.**

Make sure phone numbers in Blackbaud are current in case of emergency. Please make necessary changes directly in Blackbaud or call the school's main office at 414-461-6000 for assistance. Note: only parent/guardian or emergency contact may call out student.