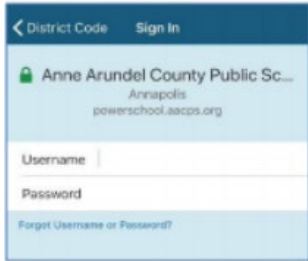
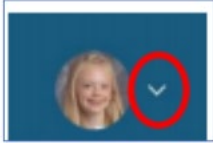
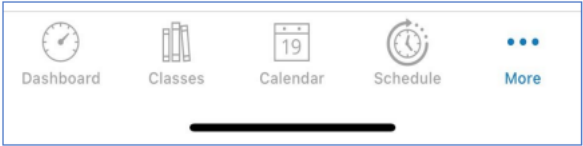
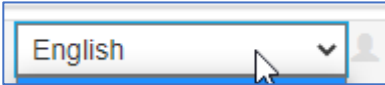


AACPS – Absence Note

MyPowerHub

Utilizing the web-based MyPowerHub application or mobile app, Parent(s)/Guardian(s) will have the opportunity to submit an absence note online via the MyPowerHub.

Sign into MyPowerHub - Web-based	Sign into MyPowerHub - Mobile App
1. Open a web browser on your computer and go to www.aacps.org.	1. Install the app on your device. Upon first opening the app, you will be asked to enter the district code.
2. Click on the MyPowerHub quick link icon on the page. 	2. Enter LTDJ in the boxes that appear on the screen as shown and click Continue. 
3. Click the MyPowerHub Student and Parent Sign-In icon at the bottom of the page. You will be directed to the Sign In page. 	3. At the Sign In screen, enter the Username and Password you created when you established your Parent Portal account. Click Go.  The Dashboard is the default page of the app.
4. Enter the Parent Portal Username and Password you created. a. For assistance with logging in: i. Click on the Forgot Username or Password link found on the sign in page. <u>OR</u> ii. Contact your student's school for further assistance with logging in.	

Complete the Form- Web-based	Complete the Form- Mobile App
1. Click the student name in the upper left corner that you are completing the form for.	1. Select your student by clicking on the down arrow to the right of the picture in the upper right-hand corner of the screen. 
2. Click Forms on the left menu bar.	2. Click More located in the lower right hand corner and click Forms. 
3. Click AACPS-Absence Form to open the form. (Note: To change the text to Spanish, use the dropdown in the upper right corner.) 	
4. Read and complete the form as directed on screen. Any field marked with an asterisk (*) must be completed.	
5. Click Submit. Your submission will be reviewed by the main office.	

A running list of previous submissions will appear within the response area in the middle of the page.

AACPS - Absence or Early Dismissal Request
English

Please use this form to notify school of early dismissal or absence. Absence notes must be submitted within 3 DAYS after returning to school.

Please select an option *

- ☐ Absent Note
- ☐ Early Dismissal

Enter the date(s) of your child's absence or early dismissal below. If your child was absent one day, the start date and end date should be the same.

Start Date: *
MM/DD/YYYY

End Date: *
MM/DD/YYYY

Reason for Dismissal or Absence: *

- ☐ Sick
- ☐ Death in Family/Funeral
- ☐ Religious Holiday
- ☐ Court
- ☐ Doctor Appointment
- ☐ Other

Who will be picking up your student? *

- ☐ Parent/Guardian
- ☐ Other (Name on legal ID must match name entered.)

Parent Contact for Confirmation:

Phone: *

Email communication preferred:

- ☐ Yes

Responder	Date	Type	Start Date	End Date	Reason	Updated Attendance
Roos, Jessica	08/18/2021 11:29:05 AM		8/19/2021	8/19/2021		View Edit
Edwin C Copeland	08/18/2021 11:26:36 AM	Absent Note	8/18/2021	8/18/2021	Yes	View Edit

Admin Use Only

Updated Attendance:

- ☐ Yes
- ☐ Error/Invalid Entry/Deleted
- ☐ Pending