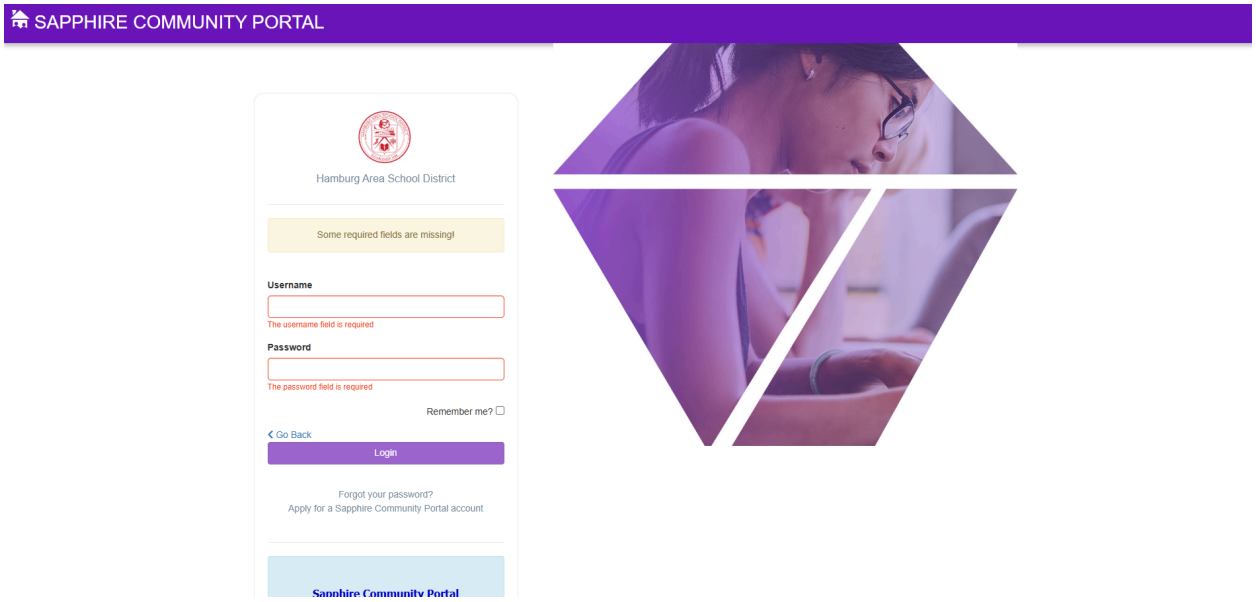
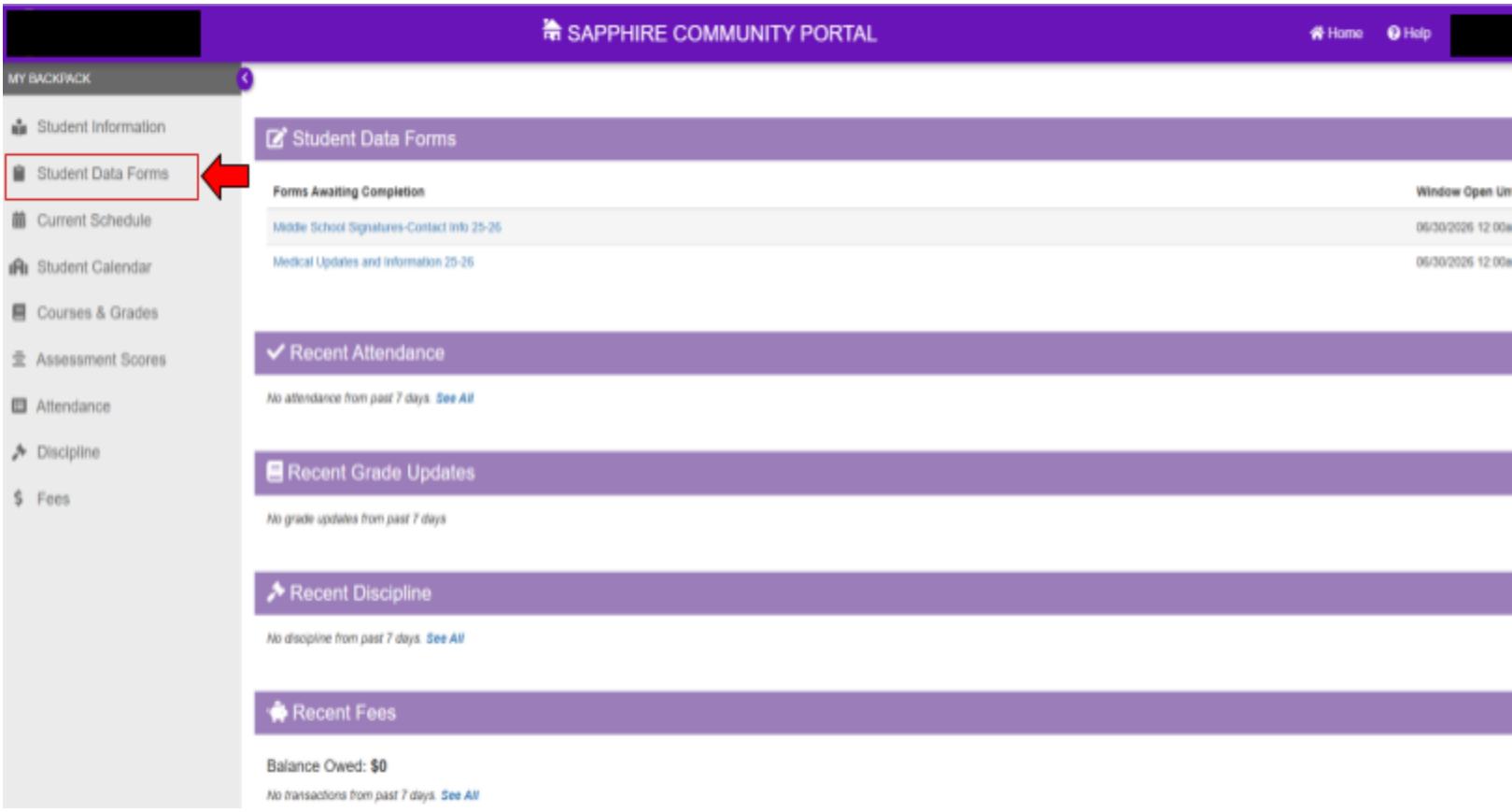
Submitting Electronic Absence Excuse via Sapphire Community Portal

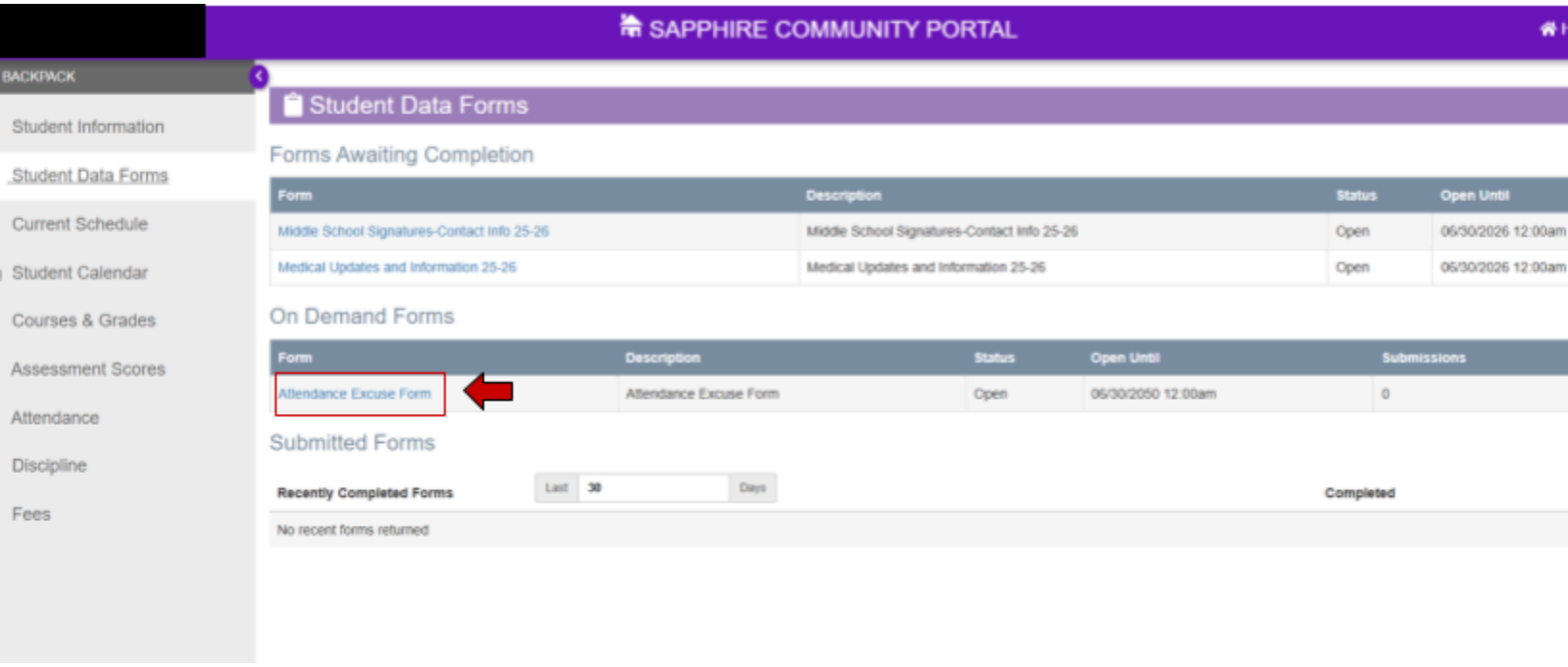
1. Log in to Sapphire Community Portal - this can be accessed via www.hasdhawks.org



2. From the menu on the left side of the page, select “Student Data Forms”



3. Select “Attendance Excuse Form” in the On Demand Forms section.



4. Complete the Attendance Excuse Form with all necessary information, sign, and submit.

