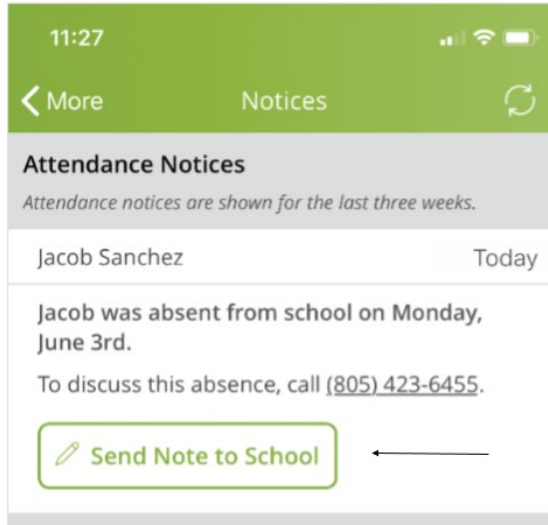


Submitting an Attendance Note through ParentSquare

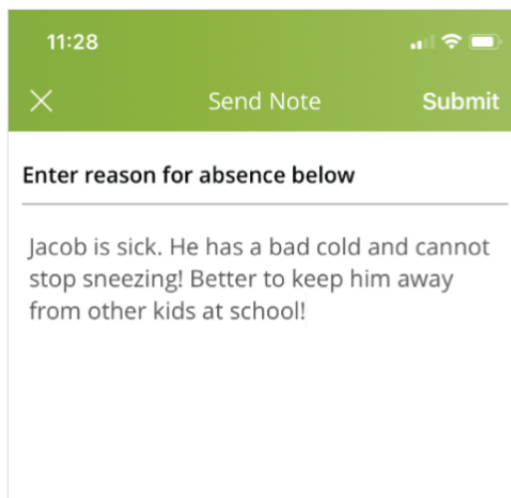
Parents and Guardians can view Attendance Notices on their app or web site and can submit notes back to the school by looking under the Alerts/Notifications tab.

1. Click **Send Note to School**.



The "Send Note to School" option will only be available 24 hours. If this option is no longer available, please email the attendance clerk at jshs.attendance@tullyschools.org

2. Enter the reason for the absence and click **Submit**.



3. The note will be sent immediately to the school's attendance office.