

USING SCHOOLCUES TO REPORT: ABSENCE, LATE ARRIVAL, EARLY PICKUP, ALTERNATE PICKUP PERSON (visual guide pages 2-8)

Locating the Forms: You will find all three forms under PERMISSION FORMS:

ONLINE: <u>SchoolCues Home</u> > Quick Access Menu > **Permission Forms**

APP: Quick Access Menu (bottom right) > Permission Forms

- Absentee Form: Report Absences / Early Pickup:
 - Submit a form to report a student's absence for one or more days.
 - Indicate an absence for part of the day or an early pick up
 - add more info in the "Reason" tab.
- Tardy Form:
 - Let teachers know if your child will be late to school due to appointments
 - give teachers a heads up if your student is having a challenging morning.
- Gold Communication Form:
 - Notification of Alternate PickUp Person If your student will be picked up by someone NOT on their authorized pick-up list.
 - Request a meeting with a teacher / staff member

GET THE APP! iOS or Android

The SchoolCues mobile app is automatically activated for you once you have registered and activated your account. All registered users on SchoolCues can download and access the SchoolCues mobile app (Android or iPhone only). Using the SchoolCues mobile app, parents can receive and view Newsletters, Announcements, Class Updates, School & Class Calendars, Notifications & Reminders, Submit Permission Forms, Absentee Slips, Gold Forms, Tardy Slips, Schedule Parent Teacher Conferences, RSVP and Signup for events, Acknowledge Incident Reports, Access Staff and Student Directory and View Documents and Forms.



Step 1. Select Permission Forms:

<u>SchoolCues Home</u> > Quick Access Menu > **Permission Forms**

Quick Access	Pending Tasks			c	alendar			±
Attendance (N)		<	> too	ay Au	gust 2023	mont	h week	day
Ge Check in / Check out		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Class Updates	U			1	2	3	4	ŝ
Communications	No new updates.	6	7	8	9	10	11	12
Documents Box								
🚑 Easy Sign Up		13	14	15	16	17	18	19
Enrollment								
C Homework	Bulletin Board			Recent	y Comp	leted		
Incident Reports		Incide	nt Repor	t				
Parent-Teacher Conferences		03/22/2022			🌲 Bradshaw, Cash			» <u>View</u>
Permission Forms	U	Incident Report						» <u>View</u>
School Directory	No new updates.	Incident Report						
 Staff Directory 			2/2022		Bradshaw,	Cash		» <u>View</u>
Student Information System		Incide	nt Repor	t	• 0 d - b	1 h		() HEL
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Step 2. Select Absentee Form

<u>SchoolCues Home</u> > Quick Access Menu > Permission Forms > "Fill Out" (Absentee Form)

5	Parents View For your child	ter and School	Welcome Bradshaw , C	thristy <u>Manage Profile</u> Walden Center and S Idle Sessie	chool States on Timer 19:40
	Permission Forms		Br	adshaw, MacKen:	zie 🛛 🔂 💽
	Available Forms				
	Form Name		Description	Date Added	
	Tardy Form	Submit the for tardy on any g	m to report if the student was or will be iven day.	Jan 11, 2022	Fill-out
×	Absentee Form	Submit a form more days (in	to report a students absence for one or cluding vacations).	Jan 11, 2022	Fill-out
	Gold Communication Form	Submit the for pick up/ drop to request to a teacher / or	m to provide information on a students off by someone other than the parent or contact or schedule an appointment with a staff member.	Jan 11, 2022	Fill-out

Step 3. Complete Absentee Form

Select your student's name. Select if your student was / will be absent on a particular day, date range, portion of a day, or will be picked up early. Indicate a reason. Type your name in the signature field. Select **Send and Print.**

hone #	(510) 841-7248		SCHOOL				
 Date Time Child Name Grade/Class 	08/18/2023 08:53 PM Bradshaw, MacKenzle Admin Test Class	 ◆ Parent Name ◆ Email ◆ Phone # 	Christy Bradshaw bradshawceo@gn (646) 373-6486	ail.com			
My child, Was absent Will be abse Will be abse	ent from	Was absent on Will be absent on to	from from	to to			
Reason * Famil	y trip nristy Bradshaw		Signature *				



Step 1. Select QUICK ACCESS (bottom right navigation) then Permission Forms:

SchoolCues Home > Quick Access > Permission Forms

Step 2. Select Absentee Form

SchoolCues Home > Quick Access > Permission Forms > Absentee Form



Step 3. Complete and Send Absentee Form

Select your student's name. Select if your student was / will be absent on a particular day, date range, portion of a day, or will be picked up early. Indicate a reason. Enter your name in the signature field. Select **SEND** at the TOP RIGHT.

				Absentee Form	SEND
Walden Center and School 2446 Mckinley Ave Berkeley, CA, 94703.		Walden Center and 2446 Mckinley Ave Berkeley, CA, 94703.	School	Walden Center and School 2446 Mckinley Ave	ol
M, Aug 17, 2023 t i lnío :Bradshaw awceo@gmail.com 36486		Date 6:40 AM, Aug 17, 2023 Parent Info Christy Bradshaw bradshawceo@gmail.com	pop up. Select AWAY FROM today's date	Berkeley, CA, 94703. Date 6:17 PM, Aug 19, 2023 Parent Info Christy Bradshaw	
) / Class Test Class t Student	Select the date at the VERY BOTTOM RIGHT	Grade / Class Admin Test Class Select Student	today's date if absence is today).	6463736486 Grade / Class Admin Test Class	
shaw, MacKenzie 'as absent on	`of your iPhone screen (can be hard to select -	Brads August 2023 >	V FRI SAT	Bradshaw, MacKenzie	~
as absent on	keep trying!).			08/14/2023	Ē
		O Wa: 13 14 15 16 17	18 19	O Was absent on	
		from 27 28 20 20 20 20	25 26	from	Ē
6	Done	27 28 29 30 3	Done		C

REPORT LATE ARRIVALS VIA WEB PORTAL



Step 1. Select Permission Forms:

<u>SchoolCues Home</u> > Quick Access Menu > **Permission Forms**

Quick Access	Pending Tasks			c	alendar			±	
Attendance (N)		<	> too	lay Au	gust 2023	mont	n week	day	
Ge Check in / Check out		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Class Updates				1	2	3	4	1	
Communications	No new updates.	6	7	8	9	10	11	12	
Documents Box									
🚑 Easy Sign Up		13	14	15	16	17	18	19	
Enrollment									
C Homework	Bulletin Board			Recent	ly Comp	oleted			
A Incident Reports		Incide	nt Repo	rt				1	
Parent-Teacher Sonferences		03/22		🏝 Bradshaw, Cash			» <u>View</u>		
Permission Forms		Incident Report 104/12/2022 Bradshaw, Cash						» <u>View</u>	
School Directory	No new updates.	Incide	nt Repo	rt					
Staff Directory		₿ 03/22	/2022		Bradshaw	r, Cash		» <u>View</u>	
Student Information System		Incide	nt Repo	rt	•			⑦ HELP	
0 T-10-10									

Step 2. Select Tardy Form

SchoolCues Home_> Quick Access Menu > Permission Forms > "Fill Out" (Tardy Form)

	Walden Center	and School Welcome Bradshaw	, Christy <u>Manage Profile</u> Walden Center and S Idle Sessie	ichool S
_	Permission Forms Available Forms		Bradshaw, MacKen	zie 🔂 💽
	Form Name	Description	Date Added	
	Tardy Form	Submit the form to report if the student was or will tardy on any given day.	^{ye} Jan 11, 2022 (Fill-out
	Absentee Form	Submit a form to report a students absence for one more days (including vacations).	or Jan 11, 2022	Fill-out
	Gold Communication Form	Submit the form to provide information on a student pick up/ drop off by someone other than the parent to request to contact or schedule an appointment wi a teacher / or a staff member.	s or Jan 11, 2022	<u>Fill-out</u>

Step 3. Complete Tardy Form

Select your student's name. Select if your student was / will be absent on a particular day, date range, or portion of a day. Provide more info (like estimated arrival time) in the "Reason" field. Type your name in the signature field. Select **Send and Print**.

	Tard	y Form		
chool	Walden Center and School			WALDEN
Address	2446 Mckinley Ave, Berkeley, CA 94703			CENTERS
Phone #	(510) 841-7248			SCHOOL
⇔ Date	08/19/2023	A Parent Name	Christy B	radshaw
¢ Time	09:23 PM	 Fmail 	bradshav	vceo@amail.com
Child Name	Bradchaw MacKenzie X	Phone #	(646) 373	1-6486
Grade/Class	Admin Test Class	• Those #	(010) 010	
ly child was (will b	be) tardy on * 08/25/2023			
leason * Dentist A	ppointment - should arrive by snack time.	K		
	to be Deer de la seco	5	ignature *	Christy Bradshaw

REPORT LATE ARRIVALS VIA SCHOOLCUES APP



Step 1. Select QUICK ACCESS (bottom right navigation) then Permission Forms:

SchoolCues Home > Quick Access > **Permission Forms**

Step 2. Select Tardy Form

SchoolCues Home > Quick Access > Permission Forms > Tardy Form



Step 3. Complete and Send Tardy Form

Select your student's name. Select date your student will have a late arrival. Provide more info (like estimated arrival time) in the "Reason" field. Enter your name in the signature field. Select **SEND** at the TOP RIGHT.

8:39 all 🗢 🖃	8:39 <	Permission Form	⇔ ■	8:40 uit ♥ ■ ← Permission Form
ardy Form SEND	Tardy Fo	rm	SEND	Tardy Form
Walden Center and School 2446 Mckinley Ave Berkeley, CA, 94703.	WALD SCHOOL	Walden Center and School 2446 Mckinley Ave Berkeley, CA, 94703.	A calendar wil	Walden Center and School 2446 Mckinley Ave Berkeley, CA, 94703.
ate 18 AM, Aug 20, 2023 arent Info S risty Bradshaw S dshawceo@gmail.com 63736486	Date 8:38 AM, / Select the date at the VERY 64637364	ug 20, 2023 I fo dshaw ece@gmail.com 86	pop up. Select AWAY FROM today's date (then back to	Date 8:38 AM, Aug 20, 2023 Parent Info Christy Bradshaw bradshawece@gmail.com 6463736486
ade / Class min Test Class lect Student	BOTTOM LEFT of your iPhone Grade / Grade / G Admin Tes Screen (can be Select !	Zlass t Class August 2023 >	today's date if absence is today	f Grade / Class Admin Test Class Select Student
adshaw, MacKenzie 🛛 🖌 🖌	hard to select - Brads	SUN MON TUE WED THU FRI	SAT	Bradshaw, MacKenzie 🗸 🗸
child was (will be) tardy on *	keep trying!). My chil			My child was (will be) tardy on *
	08/22/21	6 7 8 9 10 11	12	08/22/2023
ion *	Reason	13 14 15 16 17 18	19	Reason *
		20 21 22 23 24 25	26	Dentist appointment - will arrive at 10:30
ature *	Signatu	87 28 29 30 31		Signature *
1			Uone	Christy Bradshaw
emnity and Waiver of Claim : By signing that form (using m) d-written or digital signature), I deckre that I am the parent/ Aug 20, 2023	Indemnity hand-writte	and Waiver of Claim : By signing this form (n or digital signature), I declare that I am the Aug 2	using my e parent/ 2, 2023	Indemnity and Waiver of Claim : By signing this form (using my hand-written or digital signature), I declare that I am the parent/



Step 1. Select Permission Forms:

<u>SchoolCues Home</u> > Quick Access Menu > **Permission Forms**

Quick Access	Pending Tasks			c	alendar			±	
Attendance (N)		<	> too	lay Au	gust 2023	month	n week	day	
😔 Check in / Check out		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Class Updates	U			1	2	3	4	5	
Communications	No new updates.	6	7	8	9	10	11	12	
Documents Box									
🛃 Easy Sign Up		13	14	15	16	17	18	19	
Enrollment									
C Homework	Bulletin Board	Recently Completed							
Incident Reports		Incide	nt Repo	rt					
Parent-Teacher Sonferences		03/22/2022			🏝 Bradshaw, Cash			» <u>View</u>	
Permission Forms		Incident Report 100/12/2022 Bradshaw, Cash					» <u>View</u>		
School Directory	No new updates.	Incide	nt Repo	rt					
 Staff Directory 		10 03/22	/2022		Bradshaw	, Cash		» <u>View</u>	
Student Information System		Incide	nt Repo	rt	• Orandakan	And		⑦ HEI	
0. 7000								_	

Step 2. Select Gold Communication Form

<u>SchoolCues Home</u> > Quick Access Menu > Permission Forms > "Fill Out" (Gold Communication Form)

	Walden Cente Parents View For your child	er and School	Welcome Bradshaw , C V	hristy <u>Manage Profile</u> Valden Center and S Idie Sessi	ichool Single Si
	Permission Forms		Br	adshaw, MacKen	zie 🔂 💽
	Available Forms				
	Form Name		Description	Date Added	
	Tardy Form	Submit the fo tardy on any	rm to report if the student was or will be given day.	Jan 11, 2022	Fill-out
	Absentee Form	Submit a form more days (in	n to report a students absence for one or including vacations).	Jan 11, 2022	Fill-out
7	Gold Communication Form	Submit the for pick up/ drop to request to a teacher / or	rm to provide information on a students off by someone other than the parent or contact or schedule an appointment with a staff member.	Jan 11, 2022	Fill-out

Step 3. Complete Gold Communication Form

Select your student's name. To report an alternate pick-up adult (not on your approved pick up list) select "My child will be pick up on" and complete the date, pick up person, and indicate a reason (reason is a required field, but you can just enter a random letter if you choose not to provide a reason). To request a meeting or contact from a teacher / staff, select and complete the corresponding fields. Type your name in the signature field. Select **Send and Print**.

				-			
chool ddress	Walden Center and School 2446 Mckinley Ave, Berkeley, CA 9470	3			Reason:		
none #	(510) 841-7248		ET MILLAN		My child will be dropped off on mm/dd/yy	by Person's Name	K
Date ♦ Time	08/19/2023 09:25 PM	 Parent Name Email 	Christy Bradshaw bradshawceo@gmail.com		Reason:		
Child Name Grade/Class	Bradshaw, MacKenzie Admin Test Class	Phone #	(646) 373-6486		I would like Teacher Name to c	ontact me at Mobile or Email	
					Reason:		
 My child will 	I be picked up on mm/dd/yy	Person's Name	at HH:MM		I would like to schedule an appointment	with Teacher/Staff Name	
Reason:					Reason:		
 My child will 	be dropped off on mm/dd/yy	by Person's Name					
Reason:				Pare	nt Name Christy Bradshaw	Signature *	Print or sign your FULL Na
 I would like 	Teacher Name to contact	t me at Mobile or Em	ail	Indemn authorize its govern (including	http and Waiver of Claim : By signing this form (using my hand- d to grant such permission. I hereby acknowledge that as a condition ing board, the individual members thereof, and all other agents and a legal fees) for any cause arising out of the above mentioned activity.	written or digital signature), I declare that I am the parentl of my authorization, I agree to indemnity and hold harmle imployees of the School from any lability, lawsuit, cost By entering my name here, I certify that the above statem	legal guardian of the child listed abo so the School, its employees and vo mease or claim of assr type whatso ent is true.
							Send and Print N C



Step 1. Select QUICK ACCESS (bottom right navigation) then Permission Forms:

SchoolCues App> Quick Access > **Permission Forms**

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Walden Center and School Image: Control of the student of the

Step 2. Select Gold Communication Form SchoolCues App> Quick Access > Permission Forms >

Gold Communication Form

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Step 3. Complete and Send Gold Communication Form

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Select your student's name. To report an alternate pick-up adult (not on your approved pick up list) select "My child will be pick up on" and complete the date, pick up person, and indicate a reason (reason is a required field, but you can just enter a random letter if you choose not to provide a reason). To request a meeting or contact from a teacher / staff, select and complete the corresponding fields. Enter your name in the signature field. Select **SEND** at the TOP RIGHT.

9:16 Search Permission Form			9:01	Permission Form	al 🕆 🖿		9:04	Permission Form	ali 🗢 🗰
d Communication Form	SEND		6463736486	ogmun.com			Gold Comm	nunication Form	SEND
Walden Center and Scho	ool		Grade / Clas Admin Test Cla Select Stude	s ss ent			SCHOOL SCHOOL	Walden Center and So 2446 Mckinley Ave Berkeley CA 94703	chool
Berkeley, CA, 94703.			Bradshaw,	MacKenzie	~	A calendar will pop up. Select	Date	20 2023	
:16 AM, Aug 20, 2023 Yarent Info hristy Bradshaw radshawceo@gmail.com 463736486		Select the date at the VERY	My child wil 08/25/2023	be picked up on		AWAY FROM today's date (then back to	Parent Info Christy Brads bradshawceo 6463736486	haw @gmail.com	
dmin Test Class		BOTTOM LEFT of your iPhone	by			today's date if absence is	Grade / Cla Admin Test C Select Stud	ISS lass	
elect Student Bradshaw, MacKenzie	~	screen (can be hard to select -	at Au	gust 2023 >	< >,]	today).	Bradshaw	, MacKenzie	~
۲		keep trying!).	Reason	MON TUE WED THU 1 2 3	FRI SAT		 My child w 	ill be picked up on	
ly child will be picked up on	Ē		6	7 8 9 10	11 12 🜙		08/25/2023		
,			My chil 20	14 15 16 17 21 22 23 24	18 19 25 26		Vinny's mom	- Joline	
	Done		by 27	28 29 30 31			at		Q
A	ug 20, 2023		Reason		Done		-	·	
	/				Aug 25, 2023				

VIEW SUBMITTED FORMS

You will receive an email with the form you submitted. In addition, a list of your submitted forms appears at the bottom of the Permission Forms page.

Step 1. Select Permission Forms:

<u>SchoolCues Home</u> > Quick Access Menu > **Permission Forms**



Step 2. Select Form to View

<u>SchoolCues Home</u> > Quick Access Menu > Permission Forms > View / Print

Vallable Forms					
Form Name		Description		Date Add	ed
Tardy Form	Submit the form tardy on any give	Submit the form to report if the student was or will be tardy on any given day.		Jan 11, 2022	Fill-out
Absentee Form	Submit a form t more days (incl	Submit a form to report a students absence for one or more days (including vacations).		Jan 11, 2022	Fill-out
Gold Communication Form	Submit the form pick up/ drop of to request to co a teacher / or a	Submit the form to provide information on a students pick up/ drop off by someone other than the parent or to request to contact or schedule an appointment with a teacher / or a staff member.		Jan 11, 2022	Fill-out
ubmitted Forms					
Form Name	Parent Name	Child Name	Sub	mitted Date	Action
Absentee Form	Bradshaw , Christy	Bradshaw, MacKenzie	Aug 1	6, 2023	View/Print Archiv
Gold Communication Form	Bradshaw , Christy	Bradshaw, MacKenzie	Aug 1	5, 2023	View/Print Archiv
Gold Communication Form	Bradshaw , Christy	Bradshaw, MacKenzie	Aug 1	5, 2023	View/Print Archiv
	Bradshaw , Christy	Bradshaw, Cash	Dec 1	4, 2022	View/Print Archiv
Tardy Form		Bradshaw, Cash	Oct 1	1, 2022	View/Print Archiv
Tardy Form Absentee Form	Bradshaw , Christy				

Step 3.View /Print Completed Form

You may print the form using the printer icon at the top right of the page. Select the green back button to return to the list or the blue home button to return to the home page.

Absentee Form						
School Address Phone #	Walden Center and School 2446 Mckinley Ave, Berkeley, CA S (510) 841-7248	4703	SCHOOL			
 Date Time Child Name Grade/Class 	08/18/2023 08:55 PM MacKenzie Bradshaw Admin Test Class	Parent Name Email Phone #	Christy Bradshaw bradshawceo@gmail.com (646) 373-6486			
My child, Will be absent Reason * Family trip	on 09/18/2023					
Parent Name Christ	y Bradshaw		Signature Christy Bradshav			

