

**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: [SchoolCues Home](#) > 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.

REPORT ABSENCES /EARLY PICKUP VIA WEB PORTAL



Step 1. Select Permission Forms:

[SchoolCues Home](#) > Quick Access Menu > **Permission Forms**

Step 2. Select Absentee Form

[SchoolCues Home](#) > Quick Access Menu > Permission Forms > **"Fill Out" (Absentee Form)**

Form Name	Description	Date Added	
Tardy Form	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 to report a students absence for one or more days (including vacations).	Jan 11, 2022	Fill-out
Gold Communication Form	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

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**.

School: Walden Center and School
Address: 2446 Mckinley Ave, Berkeley, CA 94703
Phone #: (510) 841-7248

Parent Name: Christy Bradshaw
Email: bradshawceo@gmail.com
Phone #: (646) 373-6486

My child,
 Was absent on [] from [] to []
 Will be absent on 09/18/2023
 Will be absent from [] to []

Reason * Family trip

Parent Name: Christy Bradshaw
Signature * []
Print or sign your FULL Name

Send and Print Cancel

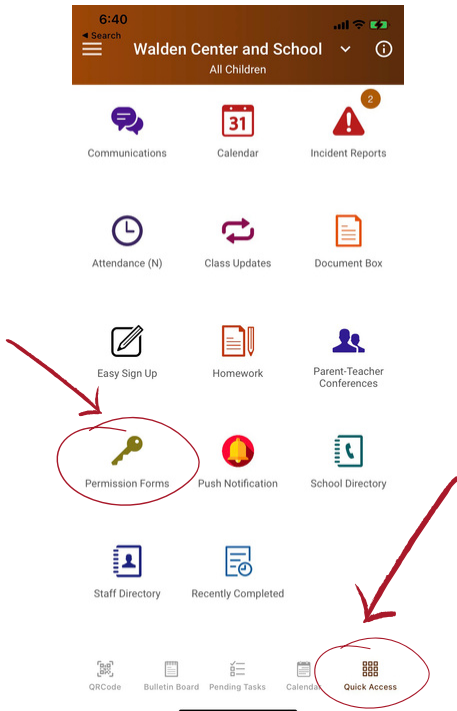
Indemnity and Waiver of Claim : By signing this form (using my hand-written or digital signature), I declare that I am the parent/legal guardian of the child listed above and authorized to grant such permission. I hereby acknowledge that as a condition of my authorization, I agree to indemnify and hold harmless the School, its employees and volunteers, its governing board, the individual members thereof, and all other agents and employees of the School from any liability, lawsuit, cost, expense or claim of any type whatsoever (including legal fees) for any cause arising out of the above mentioned activity. By entering my name here, I certify that the above statement is true.

REPORT ABSENCES /EARLY PICKUP VIA SCHOOLCUES APP



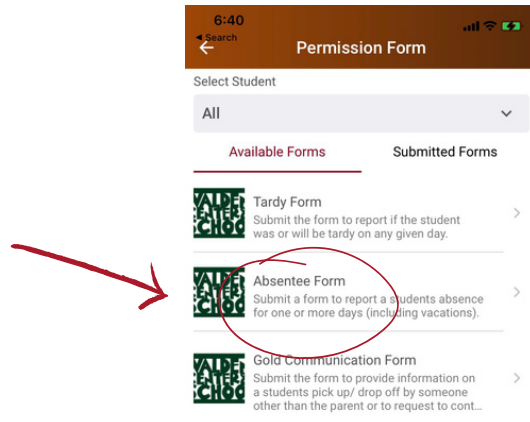
Step 1. Select QUICK ACCESS (bottom right navigation) then Permission Forms:

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



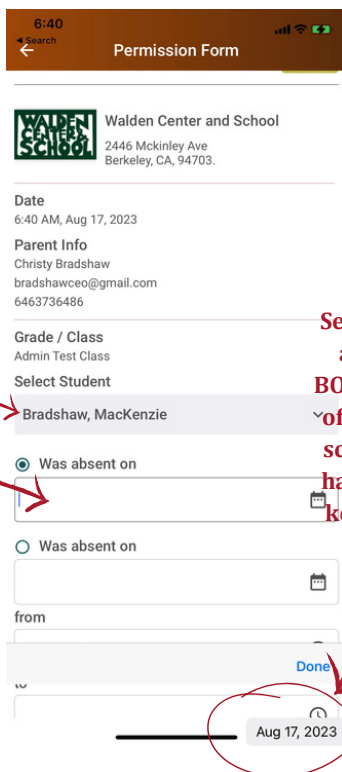
Step 2. Select Absentee Form

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

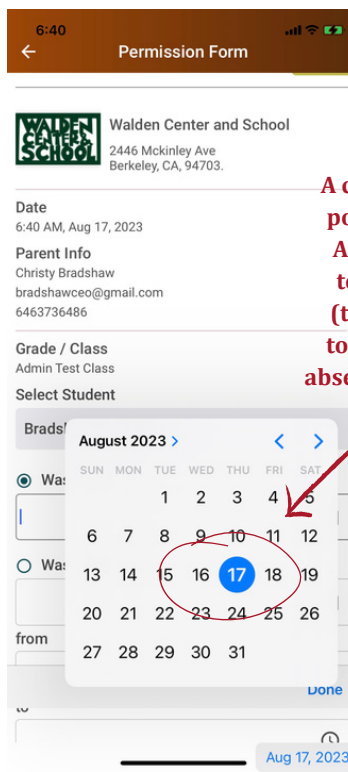


Step 3. Complete and Send Absentee Form

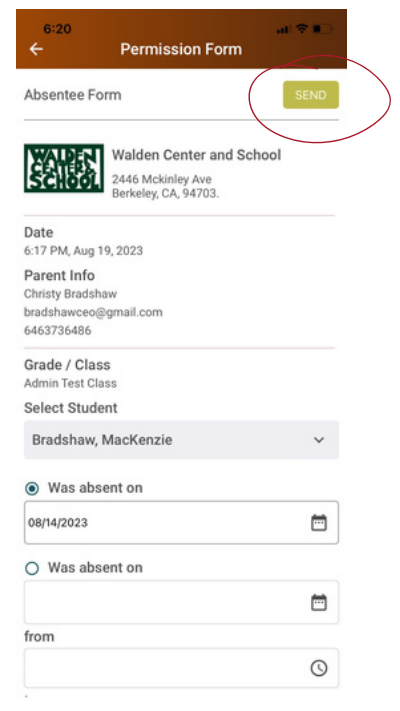
Select your student's name. Select if your student was / will be absent on a particular day, date range, portion of a day, or will be picked up early. Indicate a reason. Enter your name in the signature field. Select **SEND** at the TOP RIGHT.



Select the date at the VERY BOTTOM RIGHT of your iPhone screen (can be hard to select - keep trying!).



A calendar will pop up. Select AWAY FROM today's date (then back to today's date if absence is today).



REPORT LATE ARRIVALS VIA WEB PORTAL



Step 1. Select Permission Forms:

[SchoolCues Home](#) > Quick Access Menu > **Permission Forms**

The dashboard shows a 'Quick Access' menu on the left with 'Permission Forms' circled in red. The 'Pending Tasks' section shows 'No new updates.' The 'Calendar' shows the month of August 2023. The 'Bulletin Board' also shows 'No new updates.' The 'Recently Completed' section lists several 'Incident Report' entries with dates and names.

Step 2. Select Tardy Form

[SchoolCues Home](#) > Quick Access Menu > Permission Forms > **"Fill Out" (Tardy Form)**

The 'Parents View' page for Bradshaw, MacKenzie shows a table of 'Available Forms':

Form Name	Description	Date Added	Link
Tardy Form	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 to report a student's absence for one or more days (including vacations).	Jan 11, 2022	Fill-out
Gold Communication Form	Submit the form to provide information on a student's 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

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**.

The 'Tardy Form' completion page shows the following fields:

- School: Walden Center and School
- Address: 2446 Mckinley Ave, Berkeley, CA 94703
- Phone #: (510) 841-7248
- Date: 08/19/2023
- Time: 09:23 PM
- Child Name: Bradshaw, MacKenzie
- Grade/Class: Admin Test Class
- Parent Name: Christy Bradshaw
- Email: bradshawceo@gmail.com
- Phone #: (646) 373-6486
- My child was (will be) tardy on: 08/25/2023
- Reason: Dentist Appointment - should arrive by snack time.
- Parent Name: Christy Bradshaw
- Signature: Christy Bradshaw

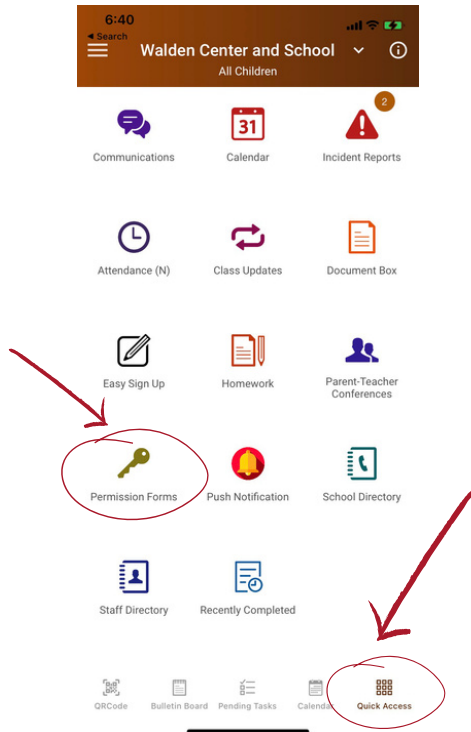
The 'Send and Print' button is circled in red.

REPORT LATE ARRIVALS VIA SCHOOLCUES APP



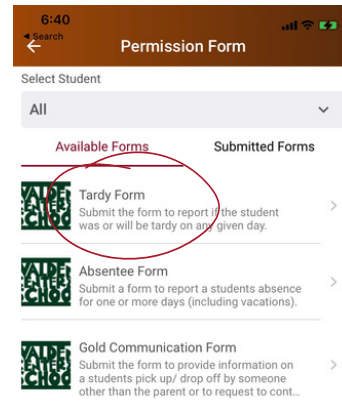
Step 1. Select QUICK ACCESS (bottom right navigation) then Permission Forms:

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



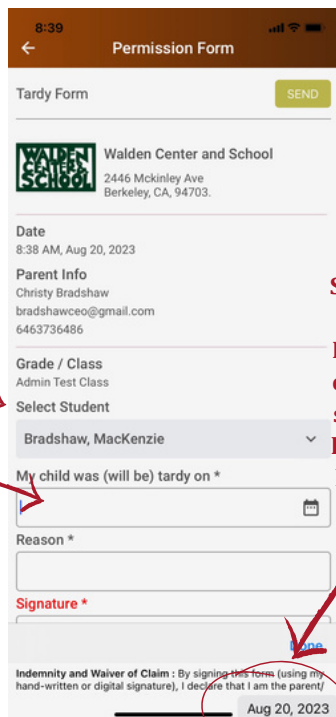
Step 2. Select Tardy Form

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

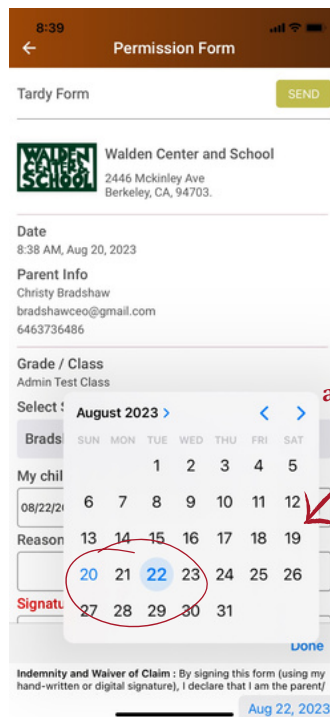


Step 3. Complete and Send Tardy Form

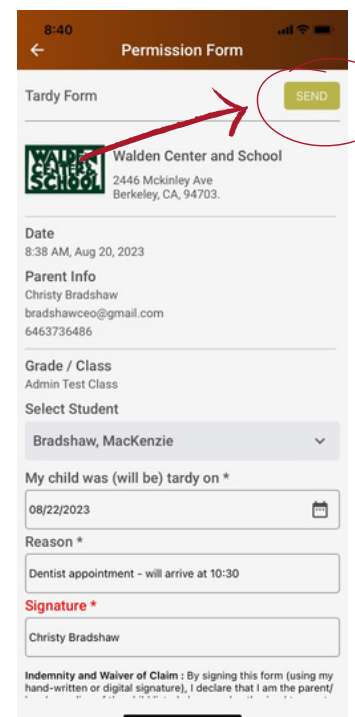
Select your student's name. Select date your student will have a late arrival. Provide more info (like estimated arrival time) in the "Reason" field. Enter your name in the signature field. Select **SEND** at the TOP RIGHT.



Select the date at the VERY BOTTOM LEFT of your iPhone screen (can be hard to select - keep trying!).



A calendar will pop up. Select AWAY FROM today's date (then back to today's date if absence is today).



REPORT ALTERNATE PICK-UP GROWN UP (AND MORE) VIA WEB PORTAL



Step 1. Select Permission Forms:

[SchoolCues Home](#) > Quick Access Menu > **Permission Forms**

Step 2. Select Gold Communication Form

[SchoolCues Home](#) > Quick Access Menu > Permission Forms > **"Fill Out" (Gold Communication Form)**

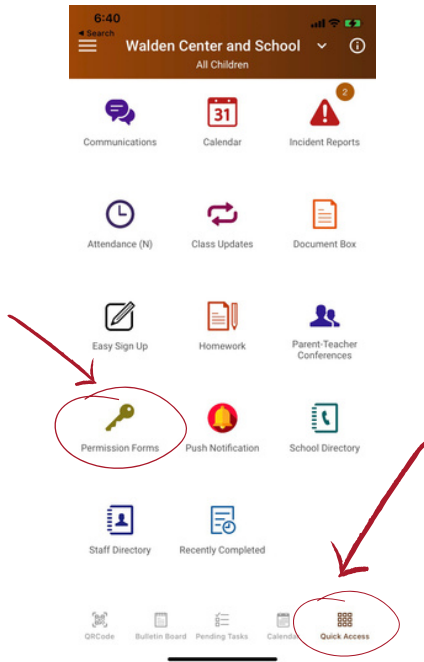
Step 3. Complete Gold Communication Form

Select your student's name. To report an alternate pick-up adult (not on your approved pick up list) select "My child will be picked 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**.

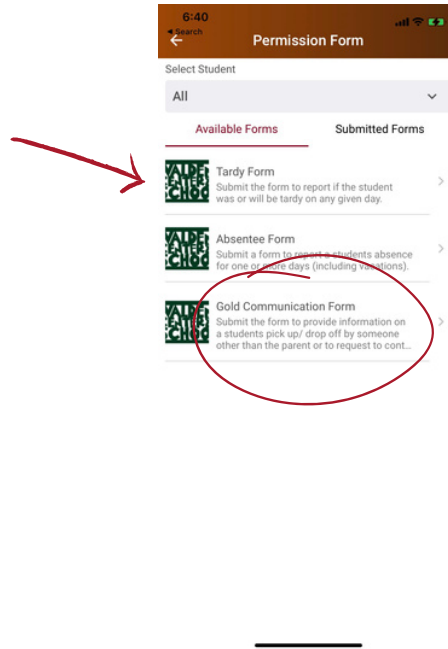
REPORT ALTERNATE PICK-UP GROWN UP (AND MORE) VIA SCHOOLCUES APP



Step 1. Select QUICK ACCESS (bottom right navigation) then Permission Forms:
SchoolCues App> Quick Access > **Permission Forms**

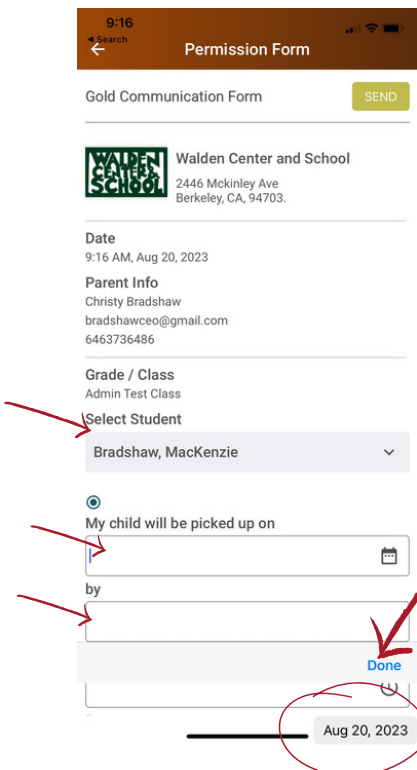


Step 2. Select Gold Communication Form
SchoolCues App> Quick Access > Permission Forms > **Gold Communication Form**

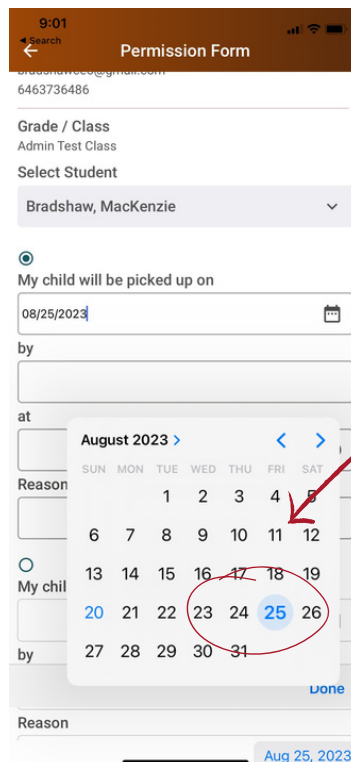


Step 3. Complete and Send Gold Communication Form

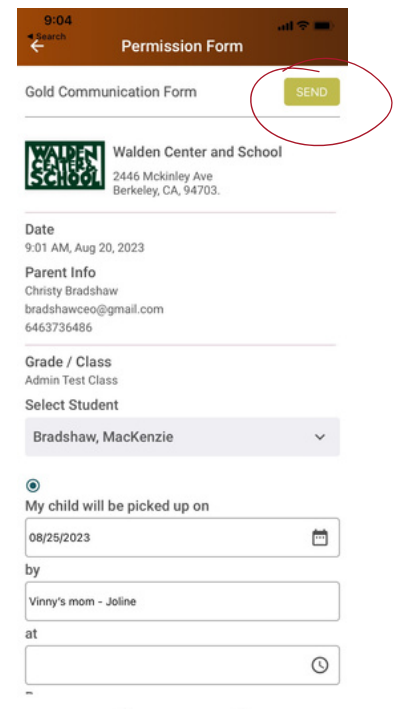
Select your student's name. To report an alternate pick-up adult (not on your approved pick up list) select "My child will be pick up on" and complete the date, pick up person, and indicate a reason (reason is a required field, but you can just enter a random letter if you choose not to provide a reason).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



Select the date at the VERY BOTTOM LEFT of your iPhone screen (can be hard to select - keep trying!).



A calendar will pop up. Select AWAY FROM today's date (then back to today's date if absence is today).





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:

[SchoolCues Home](#) > Quick Access Menu > **Permission Forms**

The screenshot shows the 'Quick Access' menu on the left. The 'Permission Forms' link is circled in red. Other links include Attendance, Check in / Check out, Class Updates, Communications, Documents Box, Easy Sign Up, Enrollment, Homework, Incident Reports, Parent-Teacher Conferences, School Directory, Staff Directory, and Student Information System. The 'Pending Tasks' and 'Bulletin Board' sections show 'No new updates.' The 'Calendar' shows August 2023. The 'Recently Completed' section lists several 'Incident Report' forms.

Step 2. Select Form to View

[SchoolCues Home](#) > Quick Access Menu > Permission Forms > **View / Print**

The screenshot shows the 'Permission Forms' page for Bradshaw, MacKenzie. It has two main sections: 'Available Forms' and 'Submitted Forms'.

Form Name	Description	Date Added	Action
Tardy Form	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 to report a students absence for one or more days (including vacations).	Jan 11, 2022	Fill-out
Gold Communication Form	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

Form Name	Parent Name	Child Name	Submitted Date	Action
Absentee Form	Bradshaw , Christy	Bradshaw, MacKenzie	Aug 16, 2023	View/Print Archive
Gold Communication Form	Bradshaw , Christy	Bradshaw, MacKenzie	Aug 15, 2023	View/Print Archive
Gold Communication Form	Bradshaw , Christy	Bradshaw, MacKenzie	Aug 15, 2023	View/Print Archive
Tardy Form	Bradshaw , Christy	Bradshaw, Cash	Dec 14, 2022	View/Print Archive
Absentee Form	Bradshaw , Christy	Bradshaw, Cash	Oct 11, 2022	View/Print Archive

1 2

★ Archived

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.

The screenshot shows the 'Absentee Form' view page. It includes the following information:

- School:** Walden Center and School
- Address:** 2446 McKinley Ave, Berkeley, CA 94703
- Phone #:** (510) 841-7248
- Date:** 08/18/2023
- Time:** 08:55 PM
- Child Name:** MacKenzie Bradshaw
- Grade/Class:** Admin Test Class
- Parent Name:** Christy Bradshaw
- Email:** bradshawceo@gmail.com
- Phone #:** (646) 373-6486

My child,
 Will be absent on 09/18/2023
Reason * Family trip

Parent Name Christy Bradshaw **Signature** Christy Bradshaw

Indemnity and Waiver of Claim : By signing this form (using my hand-written or digital signature), I declare that I am the parent/legal guardian of the child listed above and authorized to grant such permission. I hereby acknowledge that as a condition of my authorization, I agree to indemnify and hold harmless the School, its employees and volunteers, its governing board, the individual members thereof, and all other agents and employees of the School from any liability, lawsuit, cost, expense or claim of any type whatsoever (including legal fees) for any cause arising out of the above mentioned activity. By entering my name here, I certify that the above statement is true.