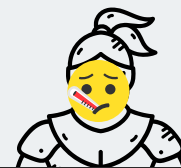# KNIGHTS *Knowledge*

NEW ATTENDANCE NOTE POLICY 👐👥📋🧑‍🏫🎓 Parent Portal

- SOCES no longer accepts absence and early leave notes via email.
- However, there is a new electronic system that allows you to submit notes from the comfort of your couch (or where ever you may be), using "**One Enrollment.**"

STEP ONE: DRAFT YOUR NOTE IN A DOCUMENT

- Prepare your absence, early leave, or tardy note and have it saved as a document on your computer or on your phone, so it can be uploaded to the system.
- For a template, copy this document and you can edit it to add your information and download your note to your phone or computer (more instructions in document).

STEP TWO: LOG INTO YOUR PARENT PORTAL

- Log into the LAUSD App from your phone OR
- Log into the LAUSD Parent Portal site from your computer, using the Parent Login.
- Need help accessing your account? Contact Ms. Seta Margossian in the Parent Center.

STEP THREE: OPEN "ONE ENROLLMENT" (ON COMPUTER)

- Click on the student's profile for the student the note is for.
- Click on the blue button that says "Student Menu" in the student profile.
- Click on the button in the menu that says "Upload a Document"
- On the left pane, there will be a menu. Click on the option that says "Upload Document"
- On the right side, in the white pane, click on the new button that pops up that says "Upload Document"
- Select the applicable student name from the drop down menu.
- Click "Choose File" and select the document that has the note you want to submit.
- Select File Type "12". Absence verification notes (notes: medical/parent).
- Click "Upload Document" and select your letter.
- After the document uploads, click "Submit"
- The page will update to show the submitted document, and the "Status" column will let you know when your note was reviewed.

OR OPEN "ONE ENROLLMENT" (ON PHONE APP)

- Click on the student's profile for the student the note is
- for.
- Click on the "Menu" (if using phone app)
- Click on "Upload a Document"
- The "One Enrollment" page will open. Click the three
- lines next to "Menu"
- A menu will open. Under the "Resources" section, click "Upload Documents"
- Click the blue button that says "Upload new document(s)"
- Select your student. The school should automatically be entered when you add the student.
- Click "Choose File" and select the document that has the note you want to submit.
- Select File Type "12. Absence verification notes…"
- Click "Upload Document" and select your letter.
- After the document uploads, click "Submit"
- The page will update to show the submitted document, and the "Status" column will let you know when your note was reviewed.
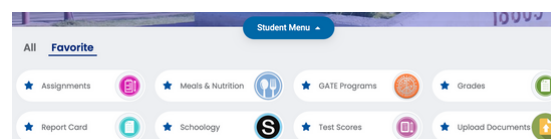
SKIPPING SCHOOL = LOWER FUNDING FOR SOCES

SOCES CURRENTLY IS IN THE "ORANGE" FOR CHRONIC ABSENCES, WHICH SIGNIFICANTLY AFFECTS SCHOOL FUNDING. YOU CAN HELP SOCES BY ENCOURAGING YOUR STUDENT TO ATTEND SCHOOL WHEN THEY ARE HEALTHY AND ABLE TO DO SO AND BY NOT SCHEDULING VACATIONS ON SCHOOL DAYS.