



Reporting a Child Absence

At Maven Lane, we know mornings can be busy. To make things easier, you can quickly report when your child will be absent using our Absence Reporting Web App.

Follow this quick guide to use our **Absence Reporting Web App!**

Step 1: Open the Absence App

Scan the QR code below, or visit <https://mavenlane.org/absence>



Step 2: Sign In

The first time you use the form, choose one of the following sign-in options:

Google Sign In

If you use Gmail or a Google account, select Google Authentication and follow the prompts.

(Tip: Save <https://mavenlane.org/absence> page to your phone for quick access in the future.)

Email Link Sign In

Enter the email address you used during registration and select "Send Email Link." A sign in link will be sent to your inbox.

(Tip: Depending on your email provider, the email with the link may end up in your Spam folder. If you don't see it within a minute, please check your Spam folder.

Save the link you've received via email to your phone for quick access in the future.)

If you sign in using the wrong email, select **Reset Email** and sign in again using the correct email.

Step 3: Complete the Form

Provide the following information:

- Child's name as provided in registration (no nicknames or abbreviations)
- Absence date or date range *(Tip: For one day absence entering Start date only is sufficient.)*
- Reason for the absence

If you select "Sick", "Medical" or "Other," you must include additional details in the Comment section.

Step 4: Submit

Click **Submit** and a confirmation message will appear.

If you are reporting an absence for more than one child, you can enter all children first names in *Child's first name* box **separated by a comma**.

Reminder

Please use the email address you provided during registration. If the system does not recognize your email, check that you are not using a different personal or work email.

You will be asked to repeat the authentication process if you:

- Click **Reset Email**
- Delete your browser's cookies
- Open the Absence Reporting App in a different browser
- Have expired authentication cookies (a few months after successful authentication)

If you need help, we are happy to assist.