



STAFF USER GUIDE



Mobile Attendance Guide For Parents

Getting Started

Managing your student's attendance is simple with the **Visitu Mobile App**! From the app, you can submit absence requests or tardies directly from your phone. The **Visitu Mobile App** is available for download from your respected app store.

- Log in to the **Visitu Mobile App**
- Click on the **Students** icon on the bottom menu
- Select the **student**
- Click **Attendance** and select the appropriate **attendance option**
- Complete the required information and click **Submit Attendance**

Early Release requests must be scheduled at least 60 minutes prior to intended pick-up time.

The image displays a sequence of four mobile app screenshots illustrating the process of submitting attendance:

- Sign In Screen:** Shows the "Visitu Mobile" login page with a "Please Sign In Below" prompt. Fields for "Phone Number" and "Email Address" are visible, along with "Send Verification Code" and "Login With Password" buttons.
- Student Selection Screen:** Shows the "Visitu Mobile" app with a list of students: Marcellina Allaway and Rickie Rosthorn. The "Students" icon at the bottom is highlighted with an arrow.
- Student Home Screen:** Shows the "Student Home" screen for Rickie Rosthorn, featuring options for "Attendance", "Take Surveys", and "View Activity".
- Schedule Tardy Screen:** Shows the "Schedule Tardy" form for Rickie Rosthorn, including fields for "Location Name" (Valley High School), "Reason" (Personal Illness), and "Date & Time" (2025-04-10 01:22 PM). A "Submit Attendance" button is at the bottom right, with a "Success" modal overlaid on top stating "Submitted attendance for Rickie Rosthorn".