



# Absence Submission Guide

WE ARE FIREBIRDS  
RESPONSIBLE • RESPECTFUL • SAFE  
STUDENT'S PARENTS TEACHERS ADMINISTRATORS

## Kettering Absence Reporting

Username

Password

[Sign In](#)

[Create an Account / Reset Password](#)

[Delete my Account](#)

[Privacy Policy](#)

Upon opening the app, you will be greeted with the login page. If you are a returning user, enter your username and password then click the “Sign In” button. If this is your first time on the app or you forgot your password, click the “Create an Account / Reset Password” link at the bottom of the screen. If you need to change the language, click the icon in the top left of the screen on any page on the app. If you wish to delete your account, click the “Delete my Account” link at the bottom of the screen.





The screenshot shows a mobile application interface for account management. At the top, there is a small icon of a person and a document. Below this is the title "Reset or Create an Account". The main form area contains a "PowerSchool Username" label and an empty text input field. Underneath is the label "Send me a code via:" followed by two radio button options: "Email" (which is selected) and "Text Message". Below these options is the label "Email Address Associated With Your PowerSchool Account:" and another empty text input field. At the bottom of the form is a blue button labeled "Send Code". Below the form area is a blue link labeled "Back to Login".

In order to create an account or reset your password, you must enter your PowerSchool username and select how you want your reset code to be sent to you. Then, enter the contact information associated with your PowerSchool account and click the “Send Code” button. The code will not be sent if the information is not accurate to PowerSchool.





**Set Up Your Password**

Enter The Code Sent To You:

Create A Password

Confirm Password

**Set Password**

[Back](#)

After the code has been sent, you will be redirected to set up your password. Enter the code that was sent to you either through email or text message. This code will expire after 5 minutes or if you enter the code incorrectly 3 times. Next enter the password you would like to use and retype it in the “Confirm Password” to verify. Once you have completed all steps, click the “Create Account” button. This will redirect you to the Login page, where you will follow the steps listed there.





**Absence Form**

Note: If you have a late entry and early dismissal on the same day, please submit them separately.

Student: Test Student 1

Start Date: Jul 11, 2024

End Date: Jul 11, 2024

Early Dismissal

Late Entry:

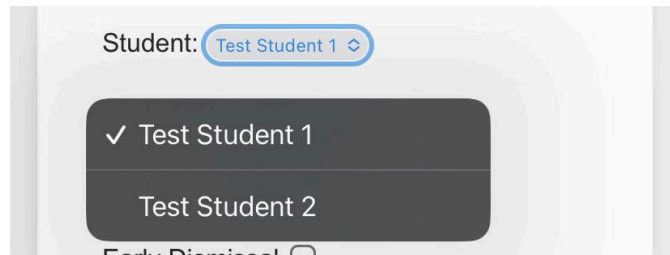
Reason:

- Personal Illness
- Family Illness
- Appointment
- Necessary Work At Home
- Religious Holiday
- Travel
- Other:

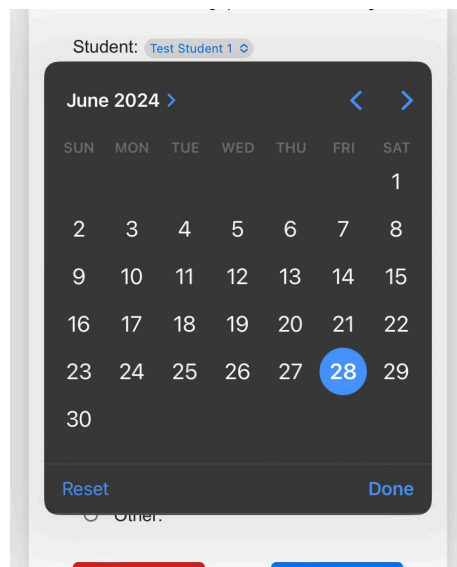
Reset Submit

After logging in, you can fill out the absence form. In this form, you can either enter an absence, early dismissal, or late arrival. You can only submit one type at a time, so if you need to fill out both an early dismissal and a late arrival, you must do them separately. Once you click on the checkbox for Early Dismissal or Late Arrival, the other will be disabled. To re-enable the other box, just uncheck the original box you clicked. At the bottom of the page, you can “Reset” the form to return to its original state, “Submit” the form. To log out click the icon in the top right of the screen. The form may appear different depending on your device.



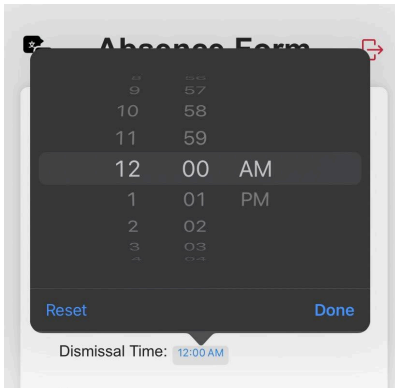


If you have more than one student, click the dropbox labeled “Student:” and select the student you would like to report.



To enter the date, click on the calendar icon and select the date you wish to report as absent. If you wish to report an extended absence, change the “End Date:” option to the last date in which the student will be absent. Make sure to check that the start and end date are correct before submitting.





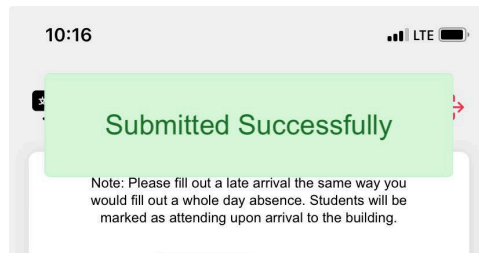
If you would like to report an early dismissal, check the “Early Dismissal:” box. A new field will appear labeled “Dismissal Time:”. Select the clock icon and pick the time your student can be dismissed. Note that you cannot select both Early Dismissal and Late Entry. If you would like to submit both, you must fill them out separately.

Reason:

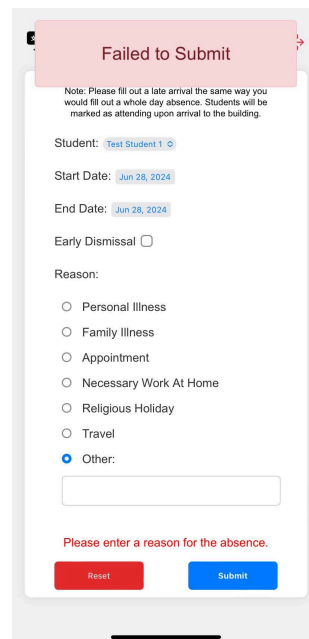
- Personal Illness
- Family Illness
- Appointment
- Necessary Work At Home
- Religious Holiday
- Travel
- Other:

Finally, enter the reason for the absence. If you have a reason other than the ones provided, select the other button and type the reason in the textbox that appears. Once you finish, review the form and submit.



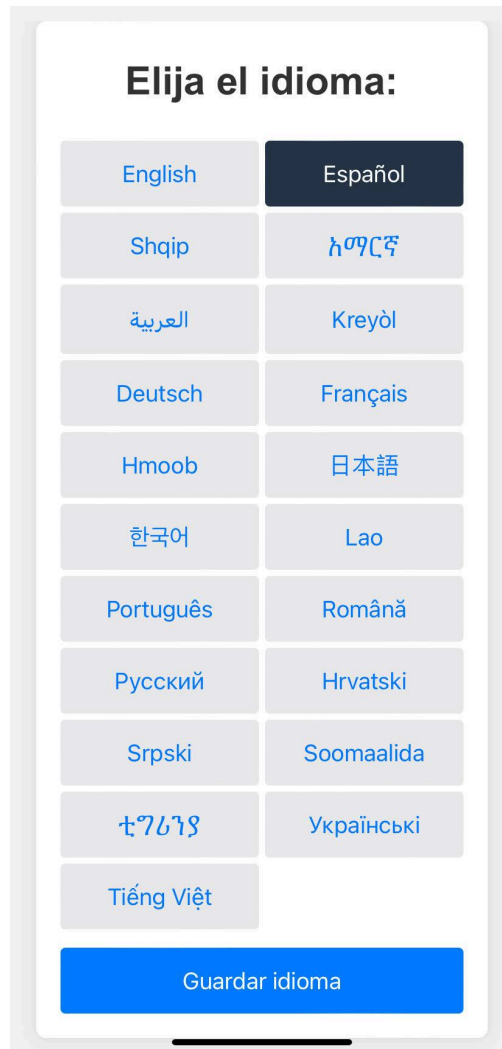


If your submission was successful, a green message saying “Submitted Successfully” will appear at the top of your screen.



If your submission fails, you will see a red alert appear and the reason for the failure will be in red text above the submit button. The error message will disappear once you change the form.





If you need to click the language icon at the top left of any page, you will be redirected to select your language. The text will update whenever you select a button. Once you select your language, click the blue button at the bottom of the screen and you will return to the last page you were on.




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## Kettering Absence Form Account Deletion

Deleting your account will remove all passwords that have been associated with your username. If this page is not working as expected or you have any more questions, please contact [support@tec911.net](mailto:support@tec911.net)

Username

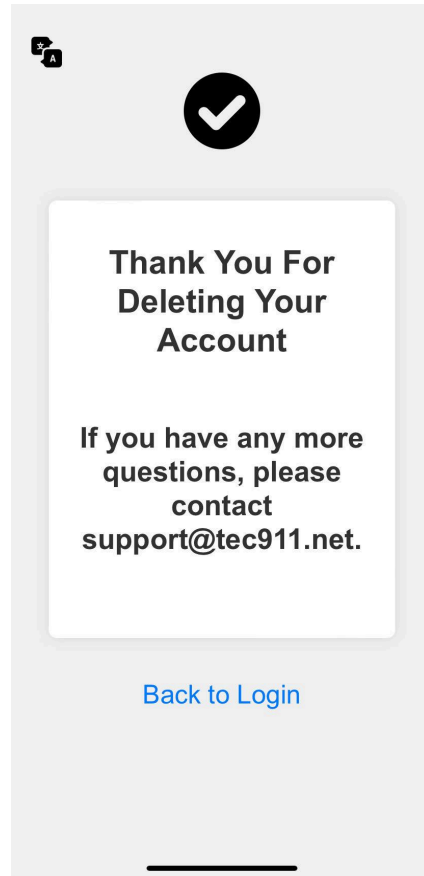
Password

[Delete Account](#)

[Back to Login](#)

If you wish to delete your account, you must enter your username and password. If you do not remember your password, you can reset it from the login screen and then come back to delete your account. Contact [support@tec911.net](mailto:support@tec911.net) if you have any questions about the account deletion process. Once you click the Delete Account button, you will confirm that you want to delete the account and then will be redirected.





After deleting your account, you will be redirected to this screen. Once you are done you can click Back to Login.



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## You are offline

Please check your internet connection and try again.

If at any point in time you are disconnected from the internet, you will see this page.

Reconnect to the internet and you will return to the page you were on before.



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