

HOW TO SUBMIT AN ABSENCE NOTIFICATION FORM

Step 1

Please log in to [The Ailey School Customer Portal](#).

THE AILEY SCHOOL

Customer Portal Log In

Welcome to The Ailey School Customer Portal!

Please create a password for this new system or reset it when needed.

Please login below with your **Primary** User Email, if password you created from Inquiry and/or Apply Online sites is available.

Log In

User Email *

Password *

Log In

Fill in your **Primary** User Email below for a link to reset/create (*change*) your password. A reset link will be emailed to your **Primary** User Email with additional steps to reset (*change*) your password.

You will be directed back to this Customer Portal page once you have successfully reset/created (change) your password to Log In.

Password Creation/Reset

Email

Submit

Should you have any questions or difficulties logging in, please see school contacts below.

School Contacts:

Junior Division: juniordivision@alvinailey.org

Professional Division: pdadmissions@alvinailey.org

If you forgot your password, please reset it here.

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This is the Home Page.

Step 2

Click where it says, "STUDENT."



THE **AILEY** SCHOOL

CUSTOMER HOME

STUDENT

PAYMENT SCHEDULE

Home

Part 1: Enrollment Form JD

Part 2: Contract Form (Payment)



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THE AILEY SCHOOL

CUSTOMER HOME STUDENT PAYMENT SCHEDULE

Name

Student

Advisor

Grade

Homeroom

Next Grade

Next

Homeroom

Summer Level

Attendance

Evaluation

Year	Description	
2022/2023	Spring 2023 Evaluations	
2022/2023	Fall 2022 Evaluations	

Student Reported Absence Form

To complete the **Student Reported Absence Form** please select the date and time you will be absent. If absent for a full day please list the start and end time of your classes scheduled for that day. Please indicate reason for absence in the NOTE field.

Date* 

Step 3

Type in, or click the calendar con to select what date your child will be absent.

Please note, you must submit a form for each day that your child will miss.

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Date* 

To 

From 

Note: 

Save

Step 4

Please add a note as to why your child will be absent for our record keeping.

Step 5

Please be sure to click, "Save."

Reminders

Please note, you must submit a form for each day that your child will be absent. If you have any additional information or documentation, please email juniordivisionparent@alvinailey.org ATTN: Dawn or ATTN: Merceditas.