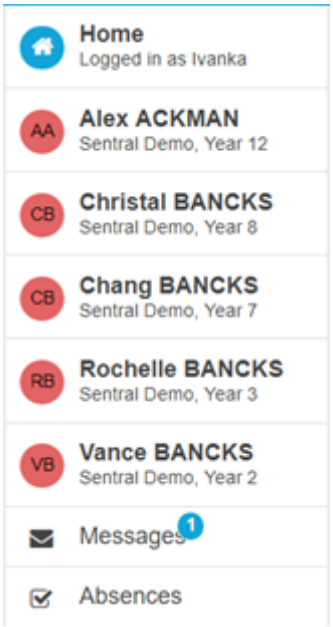
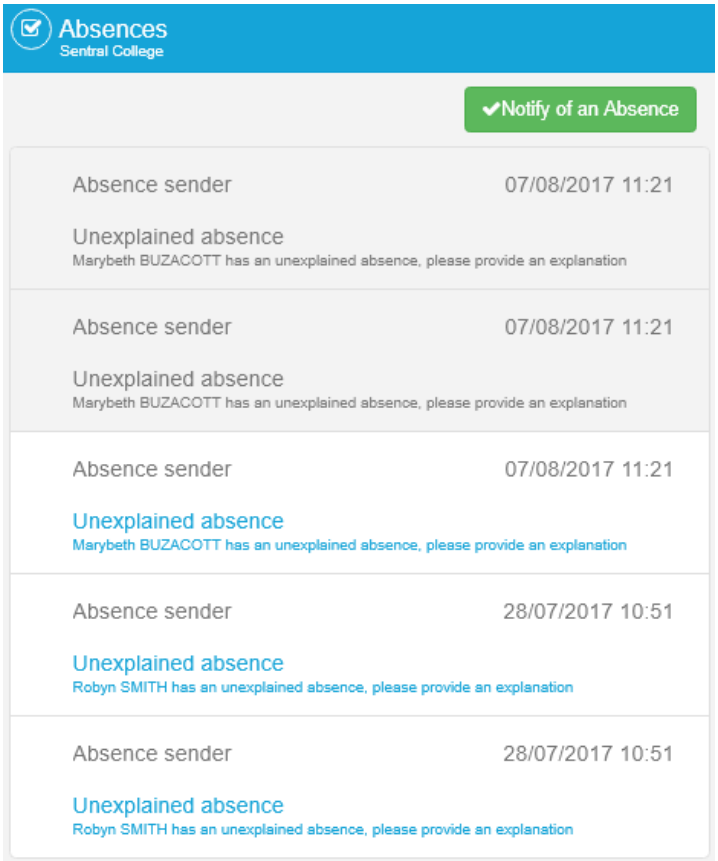
Absences

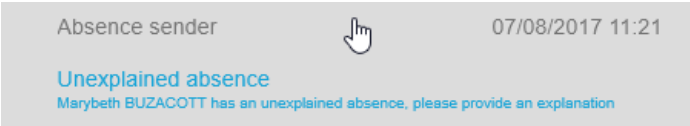
Created: 11.08.2017
Last Review: 26.04.2018

The **Absences Tab** displays the absences for your child/children. You can update the absence if it is unexplained and also notify the school of an upcoming absence.
Absences will come through as notifications but will also appear in the Absences Tab.

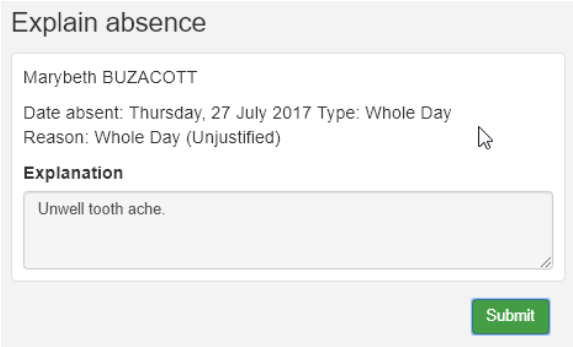




Explain existing Absence
If there are unexplained absences they will appear as **Unexplained Absence**.



Select the date by clicking on the hyperlink and the right side of the screen will display the absence.

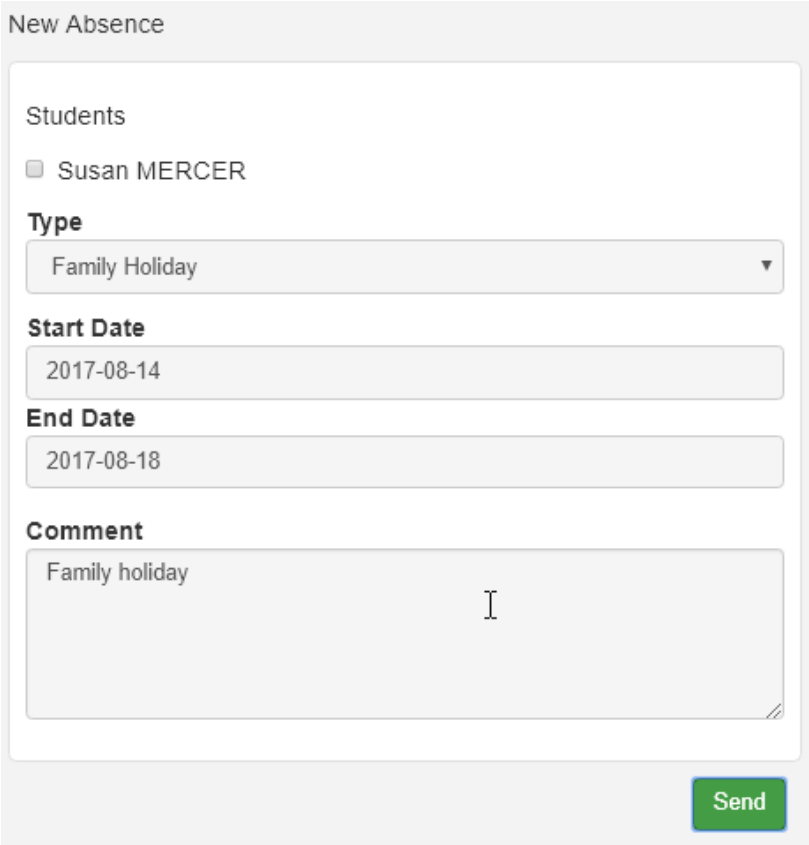


Type in an absence reason and click on**Submit** button.

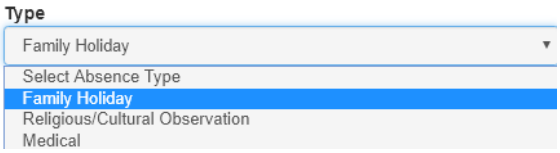
Notify of a future Absence

The top of the Absence screen is an option to **Notify of an Absence** button.

Click this button to notify the school of a upcoming absence and the following screen is displayed.



Students: select the student/s absence is for.

Type: select from the dropdown list. 

Start Date/End Date: select from the calendar the start and end date for the absence.

Comment: type in a comment for the absence.

click on the **Send** button.