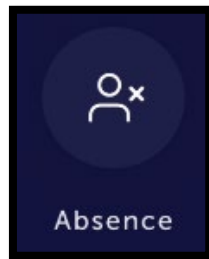


Explaining Your Child's Absence

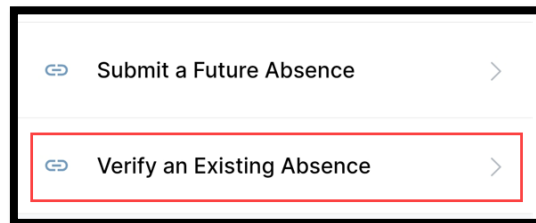
The following steps outline how to explain your children's absence if your child has been absent for a whole day, and you have not notified the College prior.

Step 1: At approximately 7:30PM, you should receive a notification via the app asking you to explain an absence for your child.

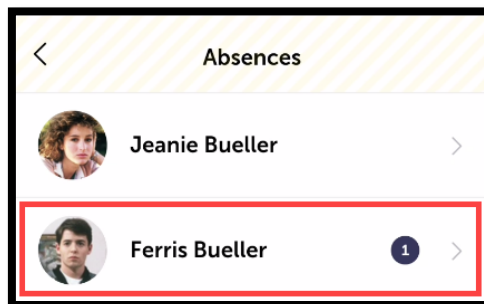
Alternatively, click on **Absence** on the Home Screen:



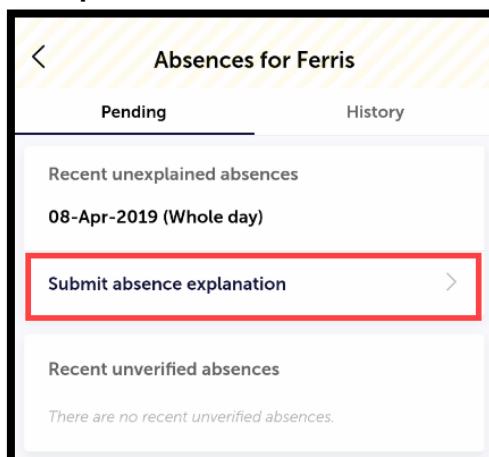
Step 2: Select Verify an Existing Absence:



Step 3: Select your child which requires an absence verified (there will be a number next to their name):



Step 4: Select **Submit absence explanation**:



Step 5: You must now enter details about the absence(s):

< Absences for Ferris

Student absences require an explanation verified by a carer to be provided promptly.

Select date/s and add details of an absence:

05-Apr-2019 ✓ Whole day

08-Apr-2019 ✓ Whole day 1

Reason

Sick 2

Details

Ferris is feeling unwell, and has some clammy hands. He will be staying home today. 3

Submit 4

1. Select the date(s) for which the absence verification applies.
2. Select a reason for the absence:

-- Select --

Sick

OTHER: Please enter explanation below

3. Enter in further details about the absence.
4. Press **Submit**.

If you are successful, you should see the following notification appear at the bottom of the screen:

