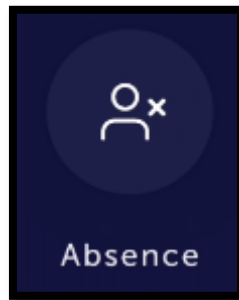


Explaining Your Child's Absence

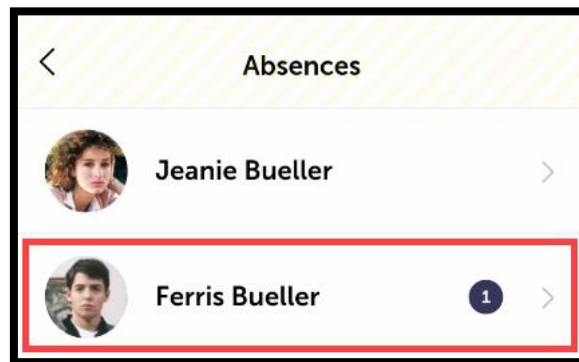
The following steps outline how to explain your children's absence if your child has been absent for a whole day, and you have not notified the College prior.

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

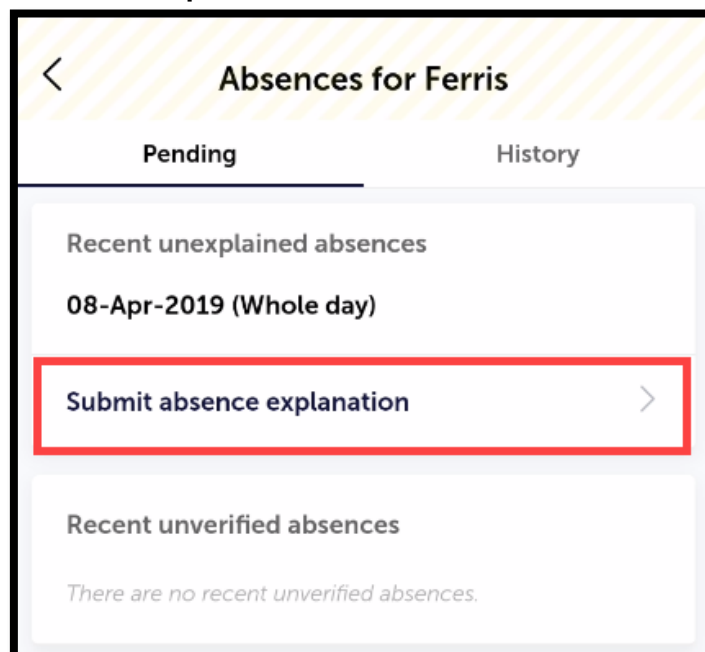
Alternatively, click on **Absence** on the Home Screen:



Step 2: Select your child which requires an absence verified (there will be a number next to their name):



Step 3: Select **Submit absence explanation**:



Step 4: You must now enter details about the absence(s):

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

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:

