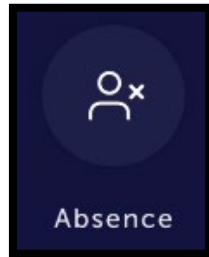


Verifying Your Child's Absence

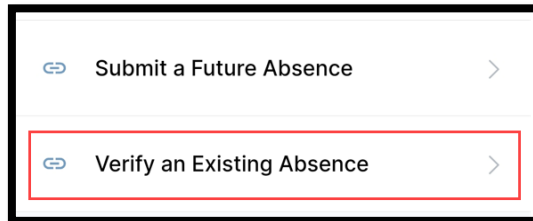
The following steps outline how to verify your children's absence if you notified the College of your child's absence earlier in the day.

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

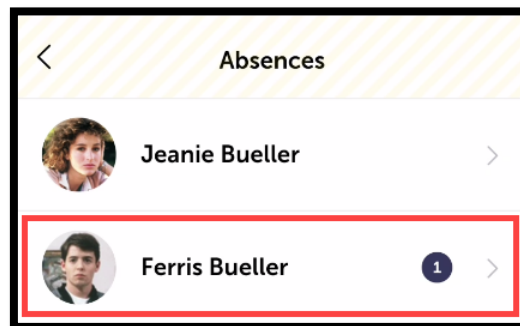
Alternatively, click on **Absence** on the Home Screen:



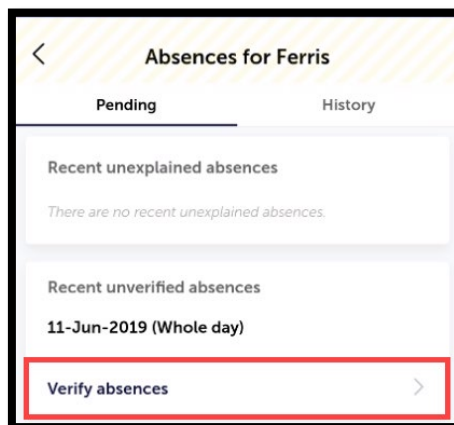
Step 2: Select Verify an Existing Absence:



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



Step 3: Select **Verify absences**:



Step 4: You must now view the details of your child's absence(s):

< Absences for Ferris

These absences and reasons have not yet been verified by a carer.

11-Jun-2019 Whole day

Verification:
Phone call from Carer

Reason:
Sick

Details:
Father called in sick.

Submit

1. Select the date(s) for which the absence verification applies.
2. Press **Submit**.

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

