Reporting Absences via a Browser (desktop or mobile device)

Add Attendance Note/Approval (Approved)

Absence/Late)

1. From the **Home** screen, click on red below).

for the appropriate child (shown in



2. The following screen will appear. Select the reason for the absence from the drop-down menu, enter details as appropriate and click on the **Save** button.

udent: E	Benjamin ((Ben) HE	WLETT,	03E	8, Yea	ar 3		
shboard Sch	nedule Learning T	Fasks Attendan	e Reports	Analyti	cs Insig	hts		
mmary Note	s/Approvais Unex	plained Arrival/	Departure Full	Record	_			
ttendance Notes/Approvals School A						Finish	Name	Location
- Add Note/App	ovai		fedr: 2010				- Hanne	
Attendance Not	te/Approval Editor							Ľ
Note/Approval Details						Potentially Affected Sessions		
Person:	Benjamin HEWL	ETT				Activity	Start	Finish
Reason:	1				~	03GEN_03B (03 Gen	24/02/2016 09:00 AM	24/02/2016 01:30 PM
Important N In clicking 'Save child; and the ii certificate; and addition to this administrative, and/or the pro-	otice ", you understand, certii nformation above is corr students enrolled in VCI approval; and any frauc criminal and/or civil acti duct issuer).	fy and accept that you rect; and this online ap E are required to subm dulent action or intent ion against you (by yo	are a listed parent/g proval does NOT cor lit a medical certifical onal misuse of this fe ur registered school,	uardian fo nstitute a r te to the so cature may affiliated e	r this nedical chool in r result in ntities			
Start:	24/02/2016	08:00 AM	✓ Select a period	···· 🖌				
Finish:	24/02/2016	05:00 PM	✓ Select a period	~				
		No need to change default times!						