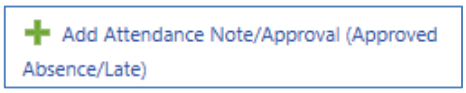
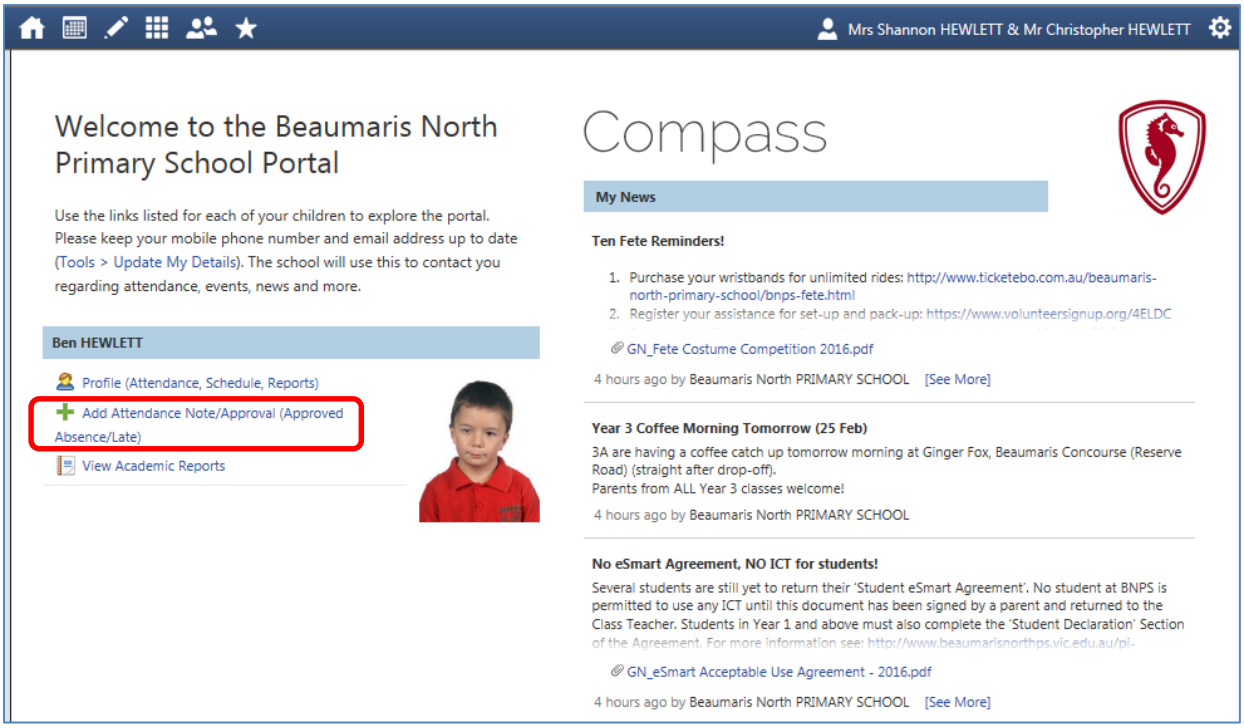
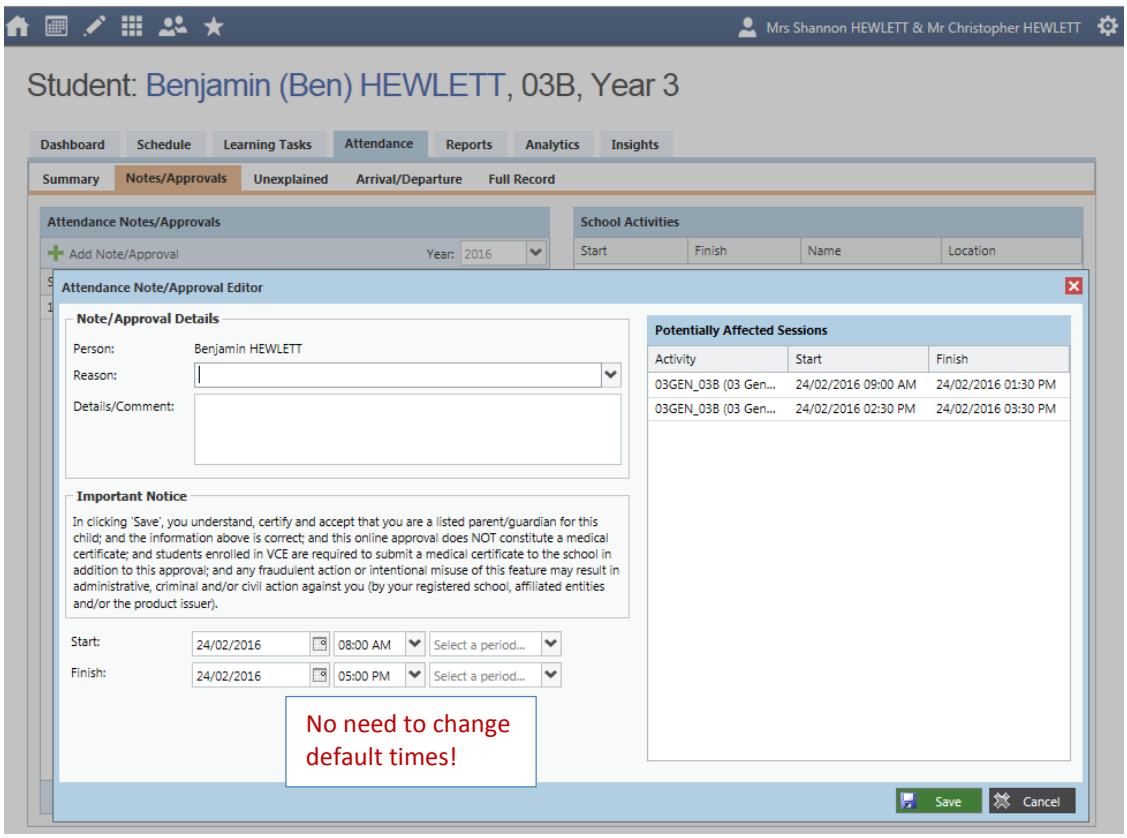
Reporting Absences via a Browser (desktop or mobile device)

1. From the **Home** screen, click on 

for the appropriate child *(shown in red below)*.



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.