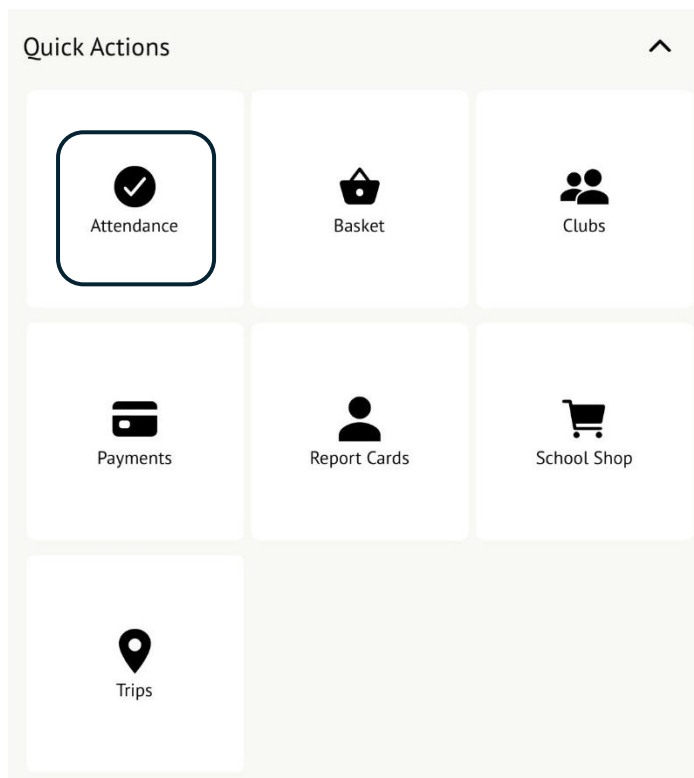


Recording an absence

Step 1: To record an absence, click on the **three stacked lines**.



Step 2: Select **Attendance**



Step 3: Select **Log Absence**



Log Absence

This form lets you notify that Kim will be absent today, Tue, 02 Jul 2024.
If you need to record an absence for a future date, you will need to contact the school.

Student	Kim Bowers
Date	Tue, 02 Jul 2024
Absence start*	09:00 <input type="text"/> <input type="button" value="x"/> <input type="button" value="v"/>
Absence end*	15:45 <input type="button" value="x"/> <input type="button" value="v"/>
Reason*	<input type="text" value="Please provide a reason for the absence"/>