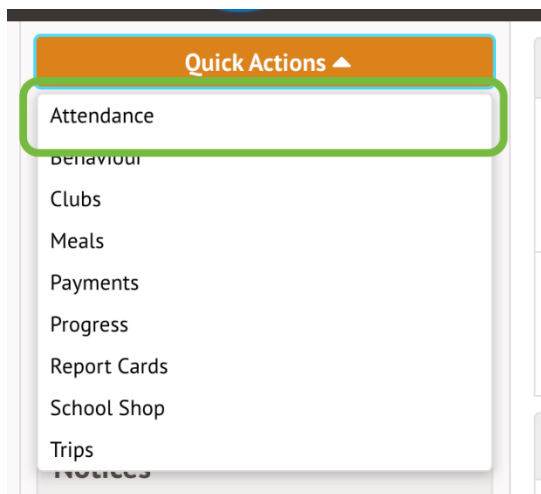
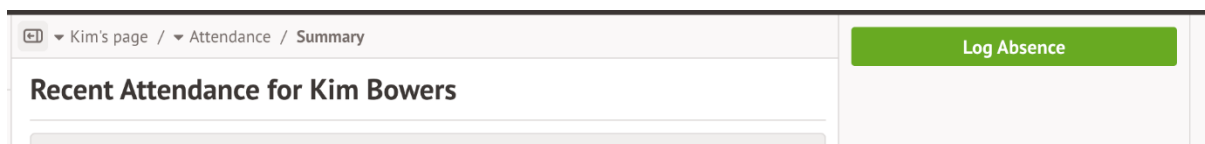


Recording an absence

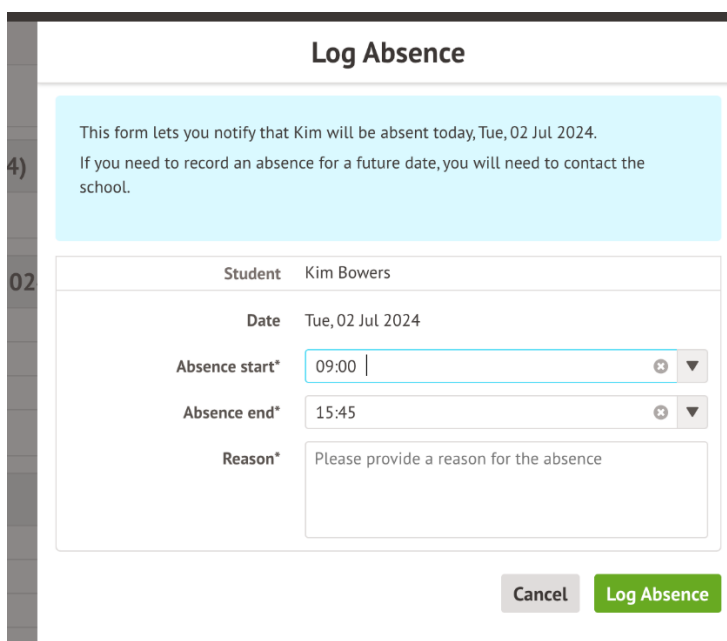
To record an absence, click on the **Quick Actions** button and then click **Attendance**.



From here, click the green **Log Absence** button in the top-right of the page.



Here, you can input the start and end time for the absence and type in the reason for the absence. By default, the absence start and end times reflect the student's full day, but these can be adjusted as needed. Once you have filled in this data, click **Log Absence**. This will then be visible to school staff.

A screenshot of the 'Log Absence' form. At the top, it says 'Log Absence'. Below that is a light blue informational box: '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.' The form fields are: 'Student' (Kim Bowers), 'Date' (Tue, 02 Jul 2024), 'Absence start*' (09:00), 'Absence end*' (15:45), and 'Reason*' (Please provide a reason for the absence). At the bottom, there are two buttons: 'Cancel' and 'Log Absence'.