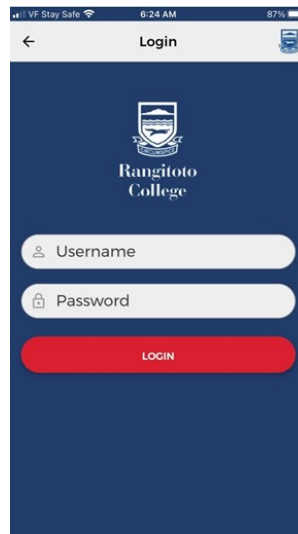


ABSENCE NOTIFICATION

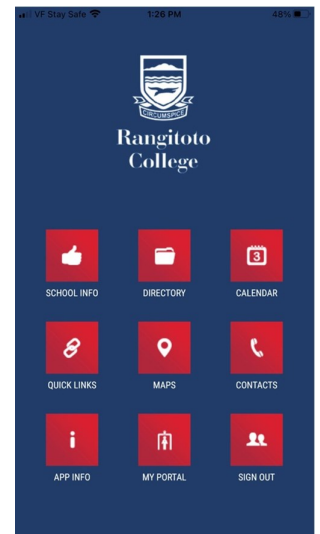
1. Select 'Login'



2. Enter Username & Password



3. Select 'My Portal'



4. Select 'Absences'



5. Select 'Create New Absence'



Full Day Absence

The screenshot shows the 'Create New Absence' form with the following fields and options:

- Students:** Your child
- Type of Reason:** Full Day Absence
- Date From:** 04/09/2021
- Date To:** 04/09/2021
- Reason:** Select
- More Details:** Text input field
- Specific Instructions:** Text input field with an attachment icon
- Buttons:** + Submit, Submit without Attach

1. Select 'Full Day Absence'
2. Select 'Date From'
3. Select 'Date To'
4. Select 'Reason'
5. Enter 'More Details'
6. Enter 'Specific Instructions'
- NOTE: Optional
7. Click 'Submit without Attach' or 'Submit' to send with an attachment (e.g. medical certificate)

Early Departure

The screenshot shows the 'Create New Absence' form with the following fields and options:

- Students:** Your child
- Type of Reason:** Early Departure
- Date:** 04/09/2021
- Departure Time:** Select
- Approximate Time back:** Select
- Reason:** Select
- More Details:** Text input field
- Specific Instructions:** Text input field with an attachment icon
- Buttons:** + Submit, Submit without Attach

1. Select 'Early Departure'
2. Select 'Date'
3. Select 'Departure Time'
4. Select 'Approximate Time Back'
- Select expected return time or 'Not Returning'
5. Select 'Reason'
6. Enter 'More Details'
7. Enter 'Specific Instructions'
- NOTE: Optional
8. Click 'Submit without Attach' or 'Submit' to send with an attachment (e.g. medical certificate)

Late Arrival

The screenshot shows the 'Create New Absence' form with the following fields and options:

- Students:** Your child
- Type of Reason:** Late Arrival
- Date:** 04/09/2021
- Arrival Time:** Select
- Reason:** Select
- More Details:** Text input field
- Specific Instructions:** Text input field with an attachment icon
- Buttons:** + Submit, Submit without Attach

1. Select 'Late Arrival'
2. Select 'Date'
3. Select 'Arrival Time'
4. Select 'Reason'
5. Enter 'More Details'
- NOTE: Optional
7. Click 'Submit without Attach' or 'Submit' to send with an attachment (e.g. medical certificate)