

ABSENCE NOTIFICATION

1. Select Absence Notification(s)

Full Day

Student Information

- [Student Information](#)
- [Absence Notification\(s\)](#) - Inform the school about possible absences / late / early departures for students

Notify Absences

My Students

☐ Child 1
☐ Child 2

Type of Absence

Full Day Absence

Reason for Absence

Appointment

Date From

05/09/2021

Date To

05/09/2021

Details of Absence (150 Characters Maximum)

Specific Instructions (150 Characters Maximum)

A Medical Certificate is required for any student absent for more than two days and for any SLC student absent for an exam or major athletics or swimming carnival.

Submit and attach Certificate / Documents Submit without any attachments Exit

1. Select 'Full Day Absence'

2. Select 'Reason for Absence'

3. Select 'Date From'

4. Select 'Date To'

5. Enter 'Details of Absence'

6. Enter 'Specific Instructions'

Note: Optional

7. Click 'Submit without any attachments' or 'Submit and attach Certificate/Documents' (e.g. to provide medical certificate)

Late Arrival

Notify Absences

My Students

☐ Child 1
☐ Child 2

Type of Absence

Late Arrival

Reason for Absence

Appointment

Date of Late Entry

05/09/2021

Arrival Time

Select an Option

Details of Absence (150 Characters Maximum)

Specific Instructions (150 Characters Maximum)

A Medical Certificate is required for any student absent for more than two days and for any SLC student absent for an exam or major athletics or swimming carnival.

Submit and attach Certificate / Documents Submit without any attachments Exit

1. Select 'Late Arrival'

2. Select 'Reason for Absence'

3. Select 'Date of Late Entry'

4. Select 'Arrival Time'

5. Enter 'Details of Absence'

6. Enter 'Specific Instructions'

Note: Optional

7. Click 'Submit without any attachments' or 'Submit and attach Certificate/Documents' (e.g. to provide medical certificate)

Early Departure

Notify Absences

My Students

☐ Child 1
☐ Child 2

Type of Absence

Early Departure

Reason for Absence

Appointment

Date of Early Departure

05/09/2021

Early Departure Time

Select an Option

Return Time

Not Returning

Details of Absence (150 Characters Maximum)

Specific Instructions (150 Characters Maximum)

A Medical Certificate is required for any student absent for more than two days and for any SLC student absent for an exam or major athletics or swimming carnival.

Submit and attach Certificate / Documents Submit without any attachments Exit

1. Select 'Early Departure'

2. Select 'Reason for Absence'

3. Select 'Date of Early Departure'

4. Select 'Early Departure Time'

5. Select 'Return Time'

Select expected return time or 'Not Returning'

6. Enter 'Details of Absence'

7. Enter 'Specific Instructions'

Note: Optional

8. Click 'Submit without any attachments' or 'Submit and attach Certificate/Documents' (e.g. to provide medical certificate)