

# ABSENCE NOTIFICATION

## 1. Select Absence Notification(s)

**Student Information**

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

## Full Day

Q 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

Q 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

Q 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)