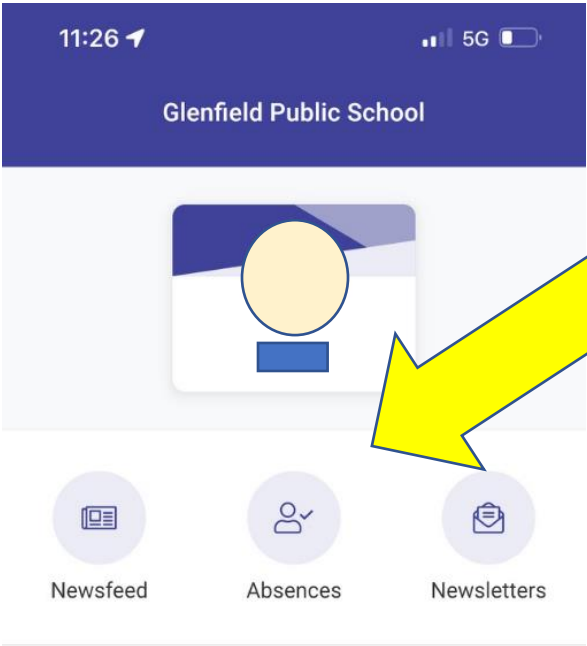
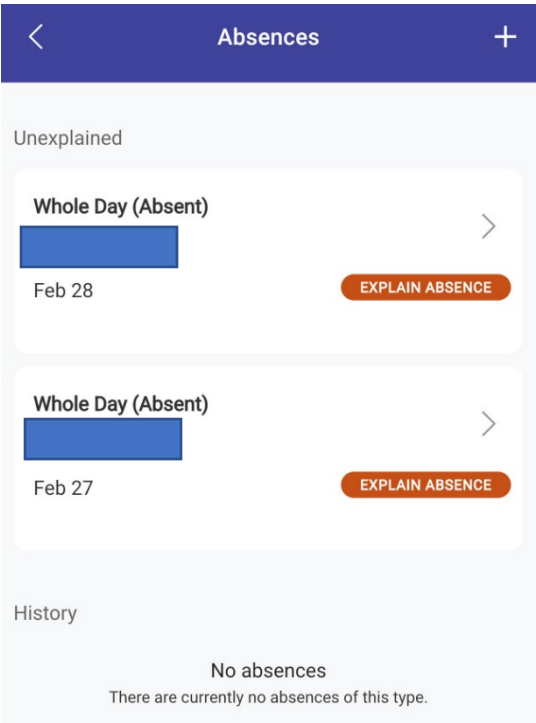


How to explain a Student Absence using the Parent Portal

1. From the home screen select 'Absences'



2. Select the absence that needs explaining. It will become highlighted once it is selected.
3. Click on the + symbol



4. Select the student using the drop down arrow.
5. Select a reason using the drop down arrow.

6. Enter the start and end date of the absence.
7. Provide a comment for example sore throat.
8. Select 'Send'.

Students
Select students

Reason

Start Date
03/06/2022

End Date
03/06/2022

Comment
0/255

Send

9. The absence explanation bar will change to Explain Absence (orange bar) and the absences will appear under History as Pending. The school will then action your request.

Absences

Unexplained

Whole Day (Absent)
Feb 28
EXPLAIN ABSENCE

Whole Day (Absent)
Feb 27
EXPLAIN ABSENCE

History

Medical certificate emailed.
Feb 28
PENDING

