

How To: Add an Attendance Note for an upcoming Absence

If your child is going to be away, you can add in an Attendance note to advise the school.

To do so, click '**Add Attendance Note (Approved Absence/Late)**'.

Activity	Start	Finish
USPILM_USA (Year 9 M...	26/04/2022 08:30 AM	26/04/2022 09:45 AM
OSENG_09A (Year 9 En...	26/04/2022 09:51 AM	26/04/2022 10:48 AM
OSMATH_09A (Year 9 ...	26/04/2022 11:12 AM	26/04/2022 12:09 PM
USGLI_USA (Year 9 SG...	26/04/2022 12:15 PM	26/04/2022 01:11 PM
OSMATH_09A (Year 9 ...	26/04/2022 01:58 PM	26/04/2022 02:55 PM

A Note screen will open.

Select the applicable reason from the drop down list; add in any additional information if applicable in the Details/Comment box.

Select the start and finish date/time of the absence and click '**Save**'.