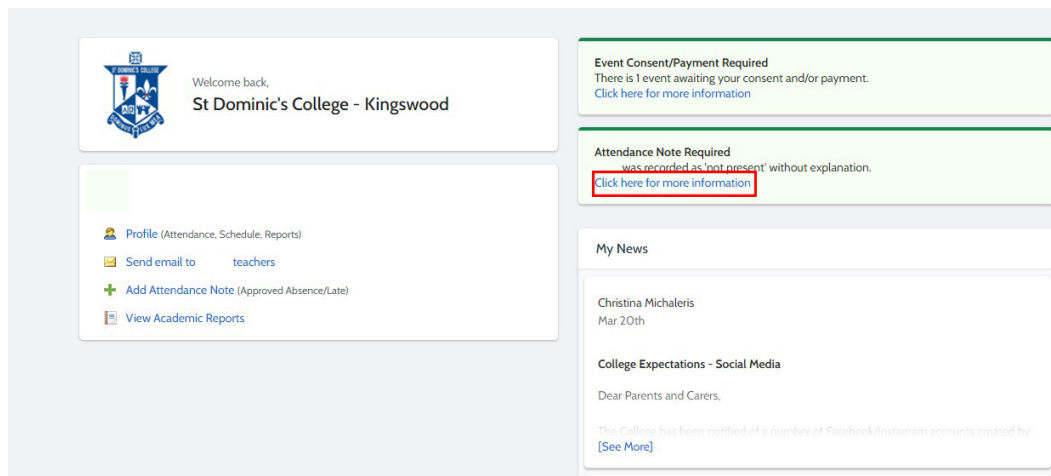
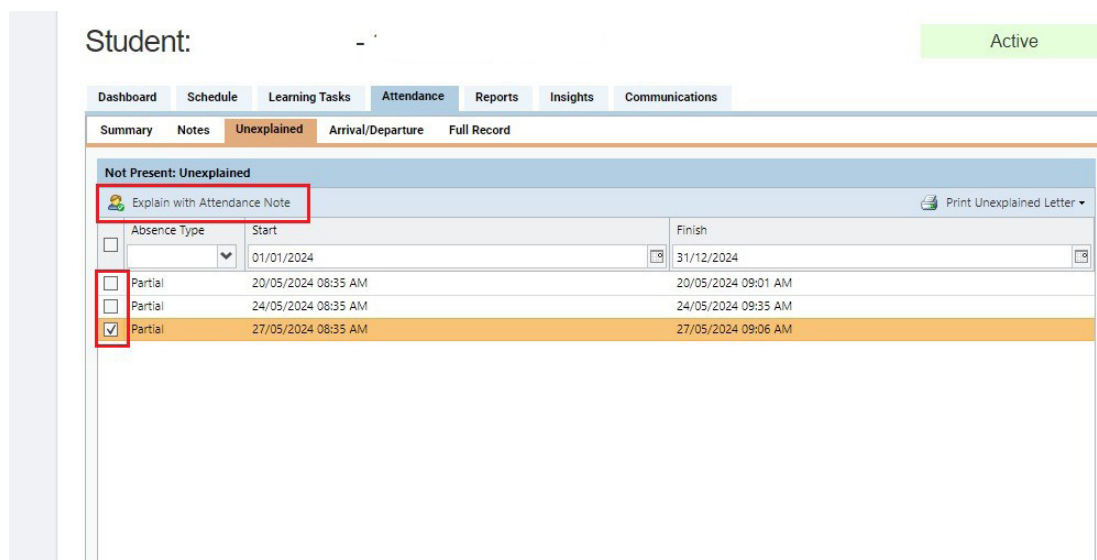


How to Record an Explanation for Unexplained Absences



1

Locate the 'Attendance Note Required' alert on your parent dashboard. Select the 'Click here for more information' button.



2

Then, check the box for the unexplained absence you would like to justify (multiple can be selected) and click the 'Explain with Attendance Note' button.



The screenshot shows the 'Attendance Note Editor' window. At the top, there are fields for 'Absence type', 'Start' (01/01/2024), and 'Finish' (31/12/2024). Below these are checkboxes for 'Partial' and 'Full', and time fields for '20/05/2024 08:35 AM' and '20/05/2024 09:01 AM'. The main section is titled 'Note Details' and contains three fields: 'Person:', 'Reason:' (a dropdown menu with 'Enter a reason...' selected), and 'Details/Comment:' (a large text area). Below these fields are two 'Important Notice' sections. The first notice states that the note will be reviewed by a staff member and that clicking 'Save' certifies the information. The second notice states that clicking 'Save' will automatically insert the appropriate number of approvals. At the bottom right of the form, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red box. The bottom of the window shows a footer with 'Page 1 of 1', 'Items 20', and 'Displaying Unexplained Records 1 - 3 of 3'.

3

Select a reason for the absence from the dropdown box, then provide details in the comment box. Select the 'Save' button to confirm the explanation for the absence.