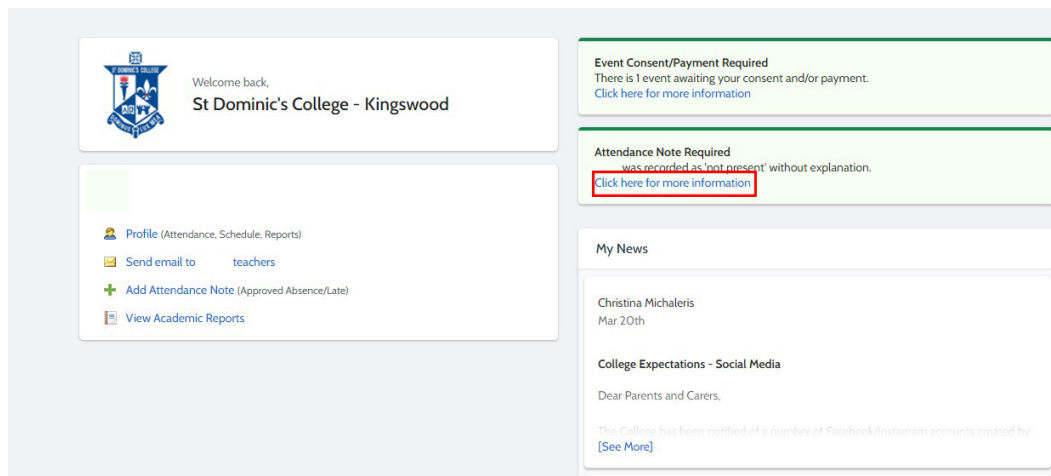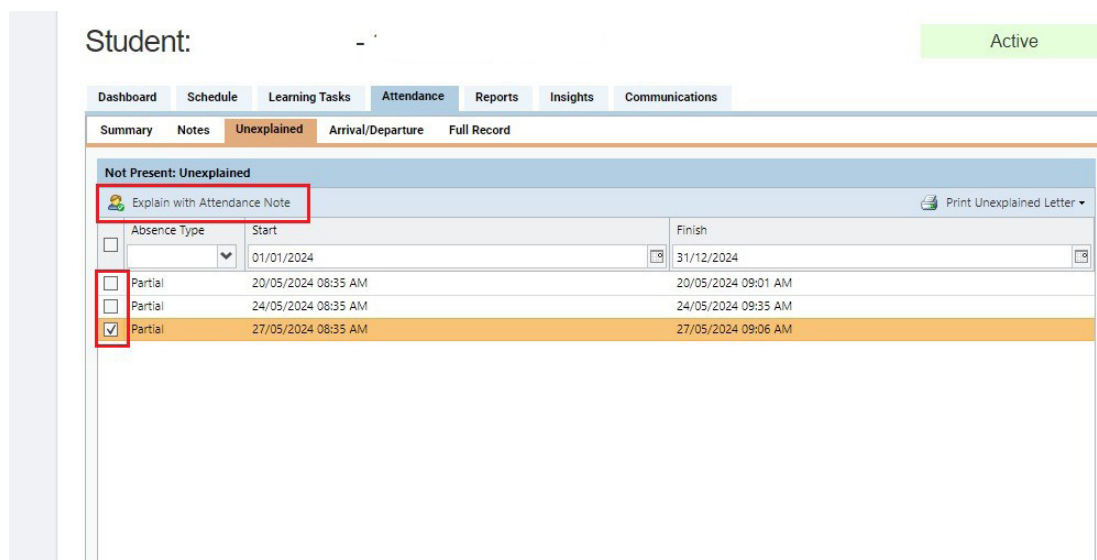# How to Record an Explanation for Unexplained Absences

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.

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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.