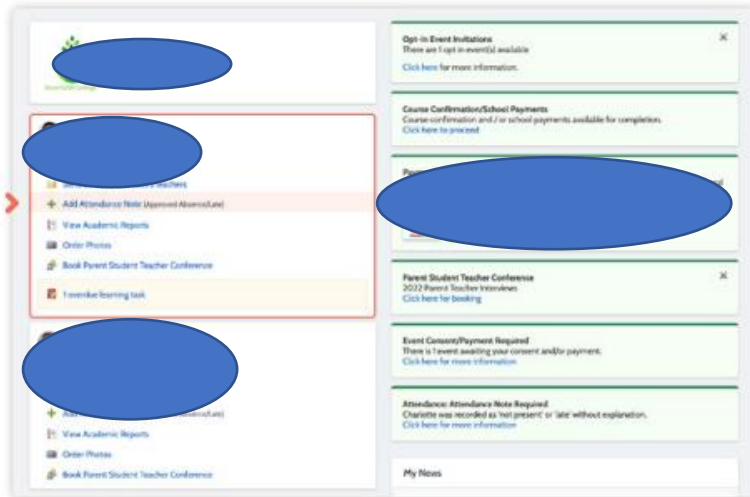
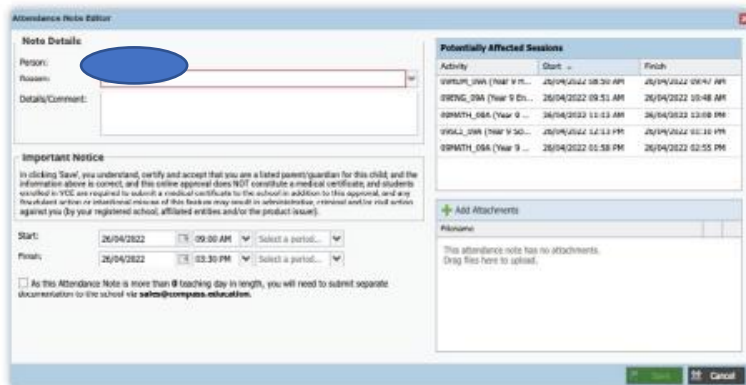


# How To: Add an Attendance Note for an upcoming Absence



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)'.



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'.