

# Absences

**Created:** 11.08.2017

**Last Review:** 26.04.2018

The **Absences Tab** displays the absences for your child/children. You can update the absence if it is unexplained and also notify the school of an upcoming absence. Absences will come through as notifications but will also appear in the Absences Tab.

 <b>Home</b> Logged in as Ivanka
 <b>Alex ACKMAN</b> Sentral Demo, Year 12
 <b>Christal BANCKS</b> Sentral Demo, Year 8
 <b>Chang BANCKS</b> Sentral Demo, Year 7
 <b>Rochelle BANCKS</b> Sentral Demo, Year 3
 <b>Vance BANCKS</b> Sentral Demo, Year 2
 <b>Messages</b> <sup>1</sup>
 <b>Absences</b>

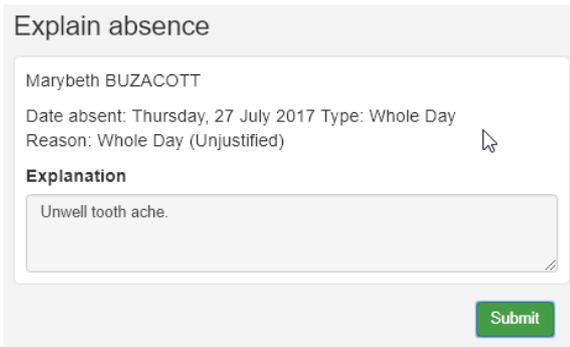
 <b>Absences</b> Sentral College	
<a href="#">✔ Notify of an Absence</a>	
Absence sender	07/08/2017 11:21
Unexplained absence Marybeth BUZACOTT has an unexplained absence, please provide an explanation	
Absence sender	07/08/2017 11:21
Unexplained absence Marybeth BUZACOTT has an unexplained absence, please provide an explanation	
Absence sender	07/08/2017 11:21
<a href="#">Unexplained absence</a> Marybeth BUZACOTT has an unexplained absence, please provide an explanation	
Absence sender	28/07/2017 10:51
<a href="#">Unexplained absence</a> Robyn SMITH has an unexplained absence, please provide an explanation	
Absence sender	28/07/2017 10:51
<a href="#">Unexplained absence</a> Robyn SMITH has an unexplained absence, please provide an explanation	

## Explain existing Absence

If there are unexplained absences they will appear as **Unexplained Absence**.

Absence sender		07/08/2017 11:21
<a href="#">Unexplained absence</a> Marybeth BUZACOTT has an unexplained absence, please provide an explanation		

Select the date by clicking on the hyperlink and the right side of the screen will display the absence.



Explain absence

Marybeth BUZACOTT

Date absent: Thursday, 27 July 2017 Type: Whole Day  
Reason: Whole Day (Unjustified)

**Explanation**

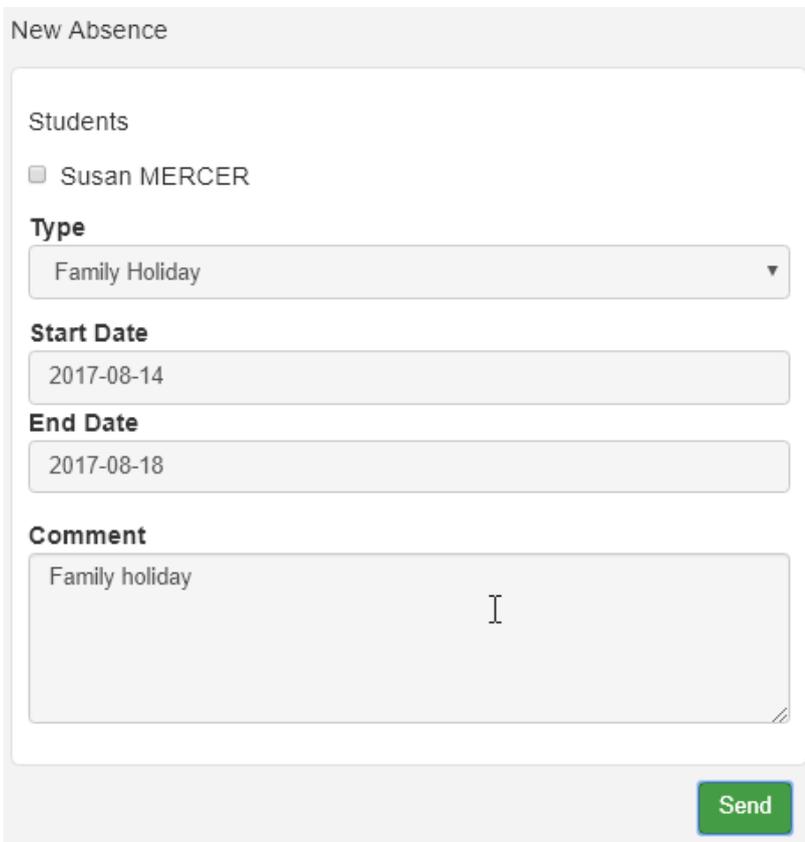
Unwell tooth ache.

Submit

Type in an absence reason and click on **Submit** button.

### Notify of a future Absence

The top of the Absence screen is an option to **Notify of an Absence** button.  Click this button to notify the school of a upcoming absence and the following screen is displayed.



New Absence

Students

Susan MERCER

**Type**

Family Holiday

**Start Date**

2017-08-14

**End Date**

2017-08-18

**Comment**

Family holiday

Send

**Students:** select the student/s absence is for.



Type

Family Holiday

Select Absence Type

Family Holiday

Religious/Cultural Observation

Medical

**Type:** select from the dropdown list.

**Start Date/End Date:** select from the calendar the start and end date for the absence.

**Comment:** type in a comment for the absence.

click on the **Send** button.