

## Filling in an absenteeism form for a student on the APP





Click on the applicable form above

- 1. If student will be out all day
- 2. If student will be late into school (after 9:00 am)
- 3. If student has to leave early or leave for a period during the day.

10:16 🗢 🗖
Permission To Leave
Permission To Leave History
Student
Name Demo Jason (1) 🔹
Leave Info
From 23-01-2023 7:11 PM
Until 👻 Clear
Reason 💌
Further Details
Include signature here
Parent/Guardian
Jason Demo
Students/parents/guardians MUST follow the schools "Sign Out" procedure and sign out at reception BEFORE they leave the school premises.
Submit

Fill in the applicable information depending on the form for the student, sign and hit 'submit'.

10.23		111 7 2	
≡ Perm	ission To L	eave	
Permission To Leave		History	
Sent on	Wed, 25 Ja	n 2023	
Student Name			
Demo Jason			
Reason			
illness (Sick/Medical App	pointment).		
Departure Time			
Wed, 25 Jan 2023 10:0	0 AM		
Return Time			
N/A			
Year			
1			
Class			
-			
Details			

You will receive an email confirming that you have submitted a form.

The form will also be in your 'History' tab above as a record of all the times filled the form out. These records cannot be deleted.

\*\*Note we have had instanced where students have used their parents/guardian's phones to sign out and deleted the email. The history tab is the best place to check this out\*\*.