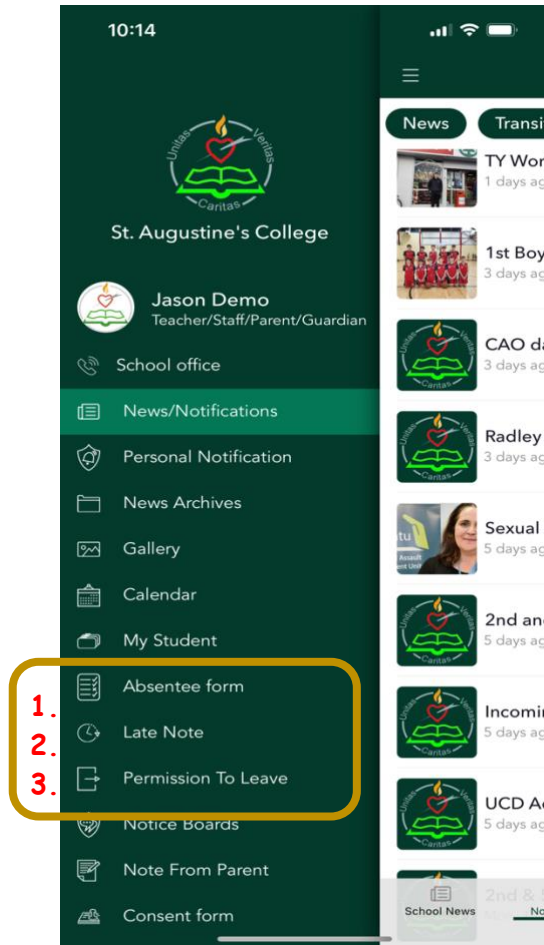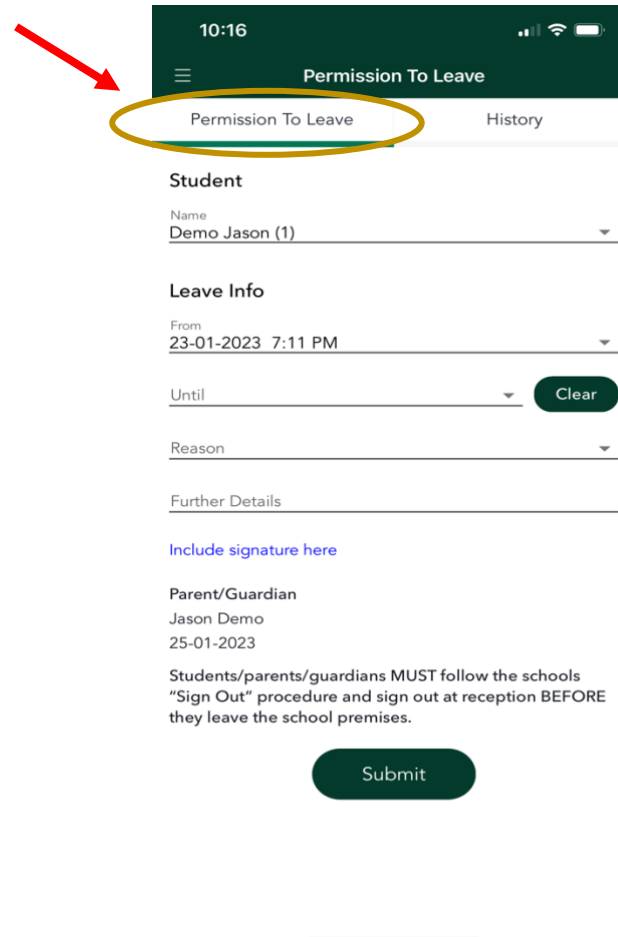# Filling in an absenteeism form for a student on the APP
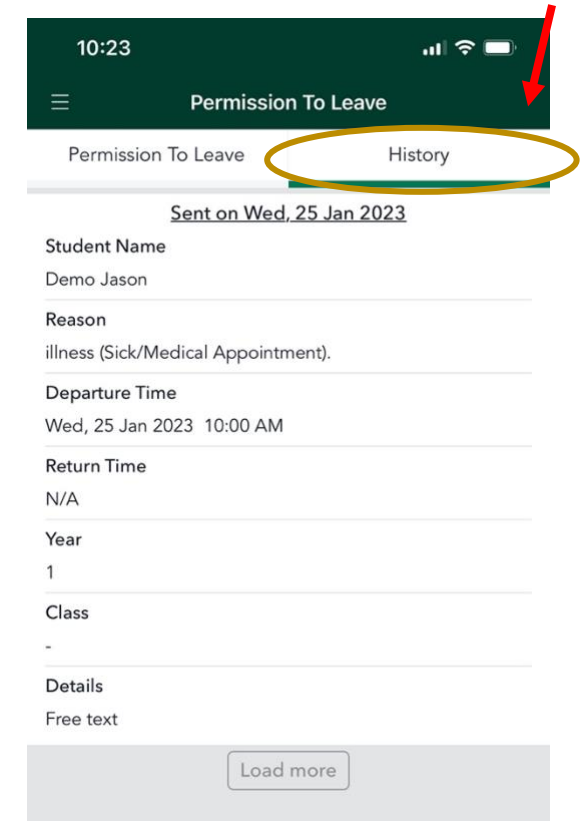

Click on the applicable form above

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.

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

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.