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



If your child has been marked Not Present without an explanation, you will be required to add an Attendance Note.

You will see an alert on your homescreen.

Click the alert and it will take you to your child's **'Unexplained'** attendance tab where you will see any sessions listed for which they were marked as Not Present or Late.

Student: Charlotte BELL - 09A, Year 9								Active	
ashboard Schedule	Learning Tasks Attendan	ce Report	s Analytics Insight						
ummary Notes Unexp	lained Arrival/Departure	Full Record							
Not Present/Late: Unexplai	ned								
2 Explain with Attendance N	lote						👍 Print	Unexplained L	ette
Activity Name	Start		Finish		Period	Location	Staff	Status	
	01/01/2022	9	31/12/2022	3					
095CI_09A	19/05/2022 01:58 P	м	19/05/2022 02:55 PM		5	15	CWOOD	Late	
09ENG_09A	13/05/2022 08:50 A	м	13/05/2022 09:47 AM		1	11	AGREIG	Late	
09ENG_09A	12/05/2022 12:13 P	м	12/05/2022 01:10 PM		4	11	AGREIG	Late	
09ENG_09A	06/05/2022 08:50 A	м	06/05/2022 09:47 AM		1	11	AGREIG	Late	
09ENG_09A	04/04/2022 08:50 A	м	04/04/2022 09:47 AM		1	11	AGREIG	Late	
09ENG_09A	18/03/2022 08:50 A	м	18/03/2022 09:47 AM		1	11	AGREIG	Late	
09ENG_09A	11/03/2022 01:58 P	м	11/03/2022 02:55 PM		5	11	AGREIG	Late	
09SCI_09A	01/03/2022 12:13 P	м	01/03/2022 01:10 PM		4	15	CWOOD	Late	
09SCI 09A	10/02/2022 08:50 A	м	10/02/2022 09:47 AM		1	15	CWOOD	Late	

Select the session (or sessions) that you are adding a note for and then click 'Explain with Attendance Note'.

This will cause the Attendance Note screen to pop open.

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2 C	xplain with Attendance No	0e					👍 Print	Unexplained I	Letter •
_ A	tivity Name Start			Finish		Location	Staff	Status	
		01/01/2022	3	31/12/2022					
v 12	ENG_09A	04/04/2022 08:50 AM		04/04/2022 09:47 AM	1	11	AGREIG	Late	
	ENG_09A	18/03/2022 08:50 AM		18/03/2022 09:47 AM		11	AGREIG	Late	
0	ENG_09A	11/03/2022 01:58 PM		11/03/2022 02:55 PM	5	11	AGREIG	Late	
0	RSCI_09A	01/03/2022 12:13 PM		01/03/2022 01:10 PM	4	15	CWOOD	Late	
	ISCI_09A	10/02/2022 08:50 AM		10/02/2022 09:47 AM	1	15	CWOOD	Late	
ndance Note E	ditor								F
etails/Comment:									
mportant Not	CO understand, certify and a	ccept that you are a listed parent/guardiar	n fo	or this child; and the information above the child; and the information above the child in addition to this aperoval; an	ve is corr d any fra	ect; and this online a;	pproval does NOT cons	titute a medic:	al Mult
ertificate; and stud administrative, cr	ents enrolled in VCE are re iminal and/or civil action a	guired to submit a medical certificate to the gainst you (by your registered school, affili	liate	d entities and/or the product issuer).			entional misuse of this	realure may re	

Select the applicable reason for the absence and add in the relevant details/comment.

Click **'Save'**. This will assign the attendance note to the sessions you selected and they will update to no longer show as unexplained absences.