

QUICK GUIDE CREATE AND MANAGE EXCUSAL REQUESTS



From your homepage, navigate to the 'Attendance' card.

The screenshot shows the Toddleweb LMS homepage. At the top, there is a navigation bar with a user profile icon and the name 'Sherika Rengi'. Below the navigation bar is a grid of cards. The 'Attendance' card, which is highlighted with a red border, displays the text '69.57% overall presence'. Other cards include 'Announcements' (0 unread), 'Messaging' (14 unread), 'School policies and resources', 'Timetable', 'Student Profile', 'Progress reports' (0 reports), 'Gradebook', and 'Behaviour management'. To the right of the cards, there is a section titled 'Assignments and deadlines' with a sub-section for 'Upcoming (1)'. A specific assignment titled 'Crossword Quiz' for 'Gates 1A' is listed with a due date of '17 Jun, 9 am'.

Once inside, navigate to the 'Excusals' tab from the left pane. Here, you can view all previously requested excusals, if any.

To submit a new request, click the 'Request an excusal' button.

The screenshot shows the 'Cindy B's Attendance' page. On the left, there is a sidebar with a 'Excusals' tab highlighted. The main content area displays a 'Category-wise breakdown' table and a 'Class-wise presence' table. The 'Category-wise breakdown' table shows the following data:

Category	Percentage
Present	60.87 %
Excused	4.35 %
Absent	26.09 %
Other categories	8.7 %
Virtual class	0 %
Unexcused	0 %
Tardy	0 %
Sick	0 %

The 'Class-wise presence' table shows the following data:

Category	Percentage
Present	69.57 %
Excused	14.62 %
Absent	15.81 %

On the right, there is a large button labeled 'Request an excusal' with an arrow pointing to it. A small note above the button says 'No excusals requested yet! Click on the button below to request first excusal!'. The top right corner of the page shows a progress bar with '69.57 % Overall Present' and '14/62 present'.

On the excusal request window, select the type of excusal you want to request - single day, multiple days, or partial day - by choosing the corresponding option under 'Duration type'.

- For a single day, select the specific date for the excusal.
- For multiple days, provide the start and end dates.
- For a partial day, select the date and specify the class periods to be excused.

The screenshot shows a modal window titled 'Provide excusal details'. The instructions inside say 'Please provide the duration and reason for the excusal.' The 'Duration type' section has three options: 'Single day' (selected), 'Multiple days', and 'Partial day'. The 'Date' field is set to '16 Jun 2025'. The 'Reason*' field contains the text 'My daughter has to go for her annual medical checkup to the hospital.' Below this, there is a 'Medical appointment' section with a small image and the text 'Image (100.0 KB)'. There is also an 'Add attachment' button. At the bottom right of the modal are 'Cancel' and 'Send' buttons, with 'Send' highlighted with a red border.

