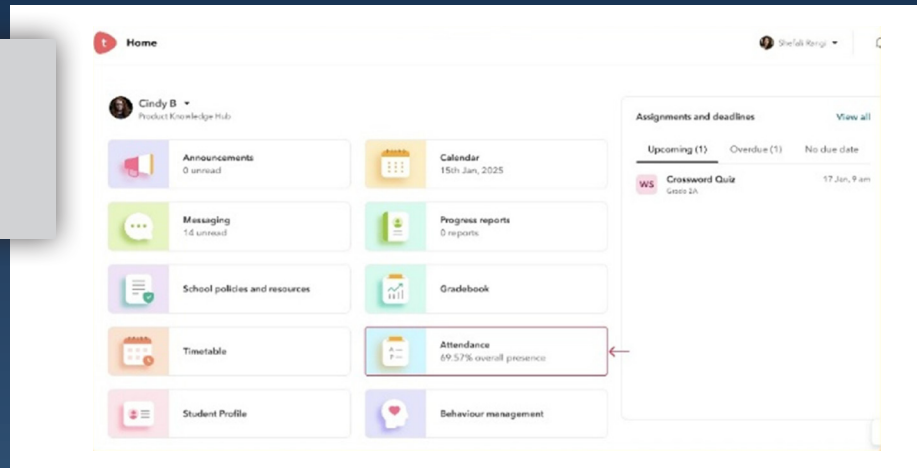


QUICK GUIDE CREATE AND MANAGE EXCUSAL REQUESTS

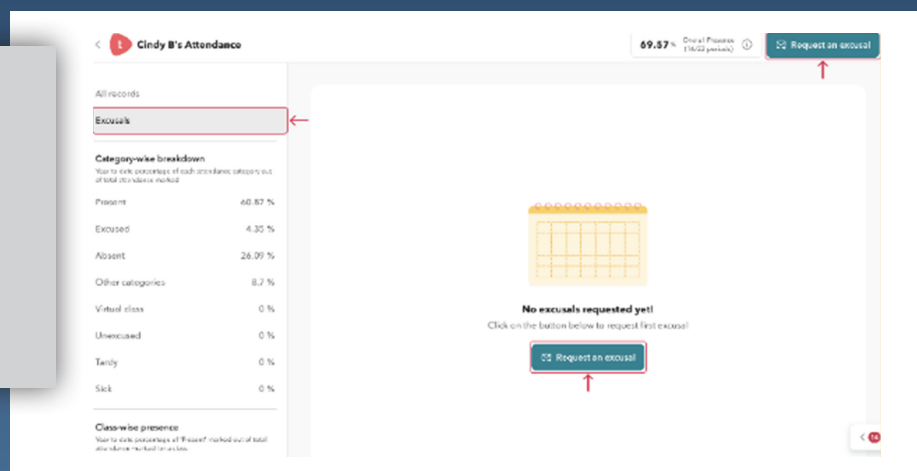


From your homepage, navigate to the 'Attendance' card.



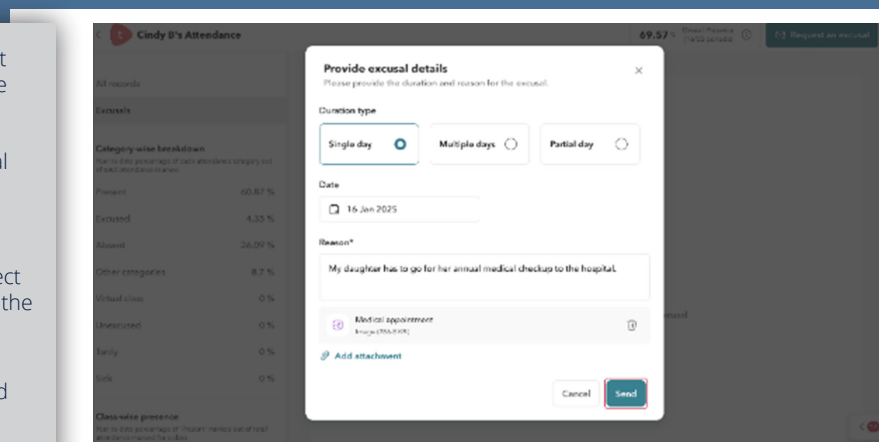
Once inside, navigate to the 'Excusals' tab from the left pane. Here, you can view all previously requested excusals, if any.

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



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.



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