

QUICK GUIDE CREATE AND MANAGE EXCUSAL REQUESTS



Once you have chosen the relevant child for whom you are creating an excusal, from your homepage, navigate to the 'Attendance' card.

Once inside, click on the designated 'excusal' button at the top-right of the page.

Attendance



Overall Presence

69.57%

(16/23 periods)



Today

Wed, 15 Jan



Category-wise breakdown

Year-to-date percentage of each attendance category out of total attendance marked

Present	60.87%	>
Excused	4.35%	>
Absent	26.09%	>
Other categories	8.7%	>

On the excusal request page, 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.

Next, fill in the reason for the excusal, and upload any relevant attachments to support your request. Once satisfied, click 'Send' to share the excusal with the school administrator and your child's homeroom advisor. They will receive a notification about the same.

< New excusal

Send

Duration type

☒ Single day

☐ Partial day

☐ Multiple days

Date

16 Jan 2025

Reason

My daughter has to go for her annual medical checkup to the hospital.

Medical appointment .PNG
Image

