

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.



Overall Presence

69.57%

(16/23 periods)



Today

Wed, 15 Jan

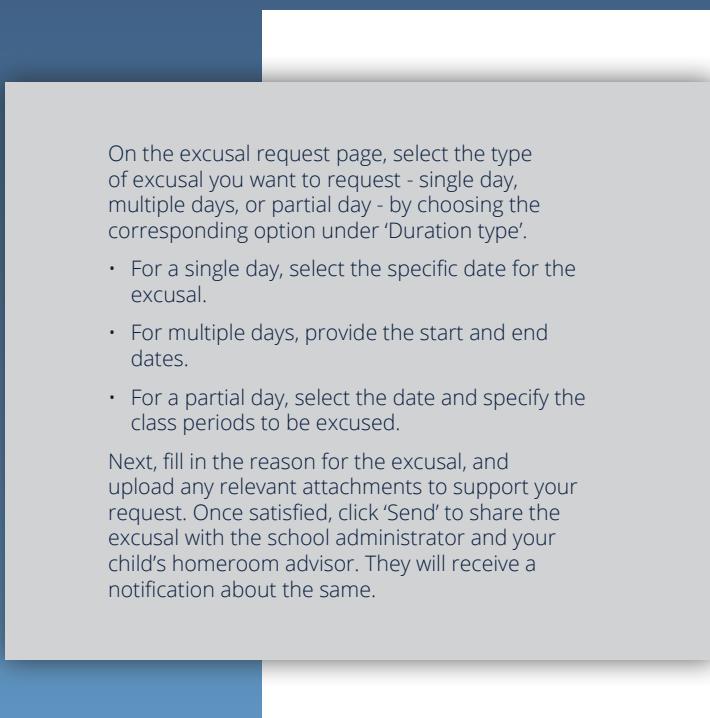
A	A	A	A	A	A	A
P1	P2	P3	P4	P5	P6	



Category-wise breakdown

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

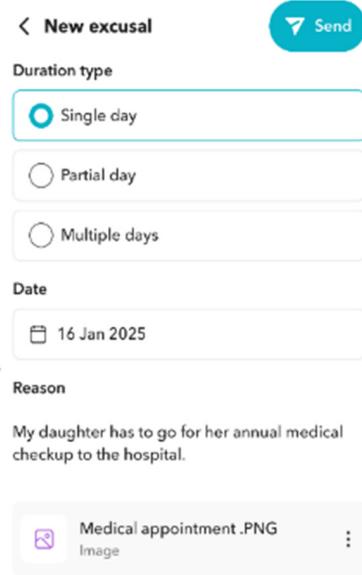
Present	60.87%	>
Excused	4.35%	>
Absent	26.09%	>
Other categories	8.7%	>



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.



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