

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

If your child is going to be away, you can add in an Attendance note to advise the school. To do so, click 'Add Attendance Note (Approved Absence/Late)'.

The screenshot shows the 'Welcome to the Magic P-12 College Portal' page. On the left, there are two user profiles: Stephen CORNFOOT and Euan ABERCROMBIE. For Stephen, the 'Add Attendance Note (Approved Absence/Late)' button is highlighted with a red box. On the right, there are several promotional banners: 'My News', 'Order your MSP school photos' (with an 'msp photography' logo), 'Course Confirmation/School Payments', 'Payments', 'Newsletter', and 'School Jumper Orders' (with images of school jumpers).

A Note screen will open. Select the applicable reason from the drop down list; add in any additional information if applicable in the Details/Comment box. Select the start and finish date/time of the absence and click 'Save'.

The 'Attendance Note Editor' form is shown. It has two main sections: 'Note Details' and 'Potentially Affected Sessions'. The 'Note Details' section includes fields for 'Person' (Euan ABERCROMBIE), 'Reason' (a dropdown menu with 'Enter a reason...' selected), and 'Details/Comment' (a text area). The 'Potentially Affected Sessions' section contains a table with the following data:

Activity	Start	Finish
SPO10B (Sport)	24/06/2020 09:51 AM	24/06/2020 10:48 AM
BIO10B (Biology)	24/06/2020 11:12 AM	24/06/2020 12:09 PM

Below the table is an 'Important Notice' section with a warning about the legal implications of using the system. At the bottom, there are 'Start' and 'Finish' fields with date and time pickers, and 'Save' and 'Cancel' buttons.