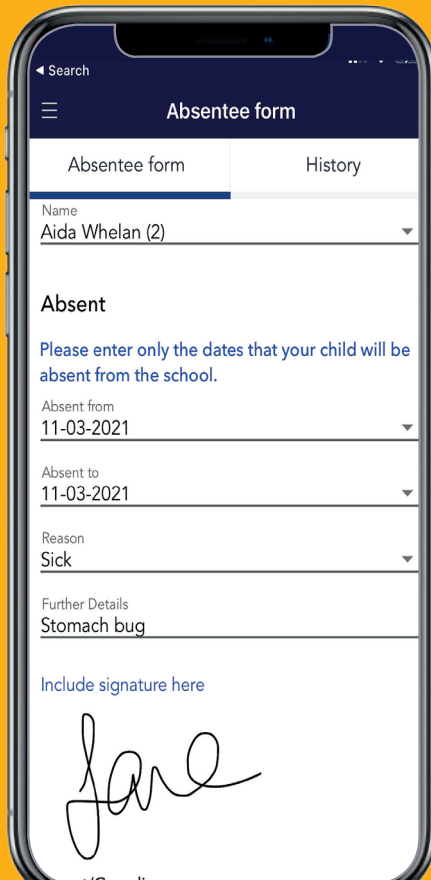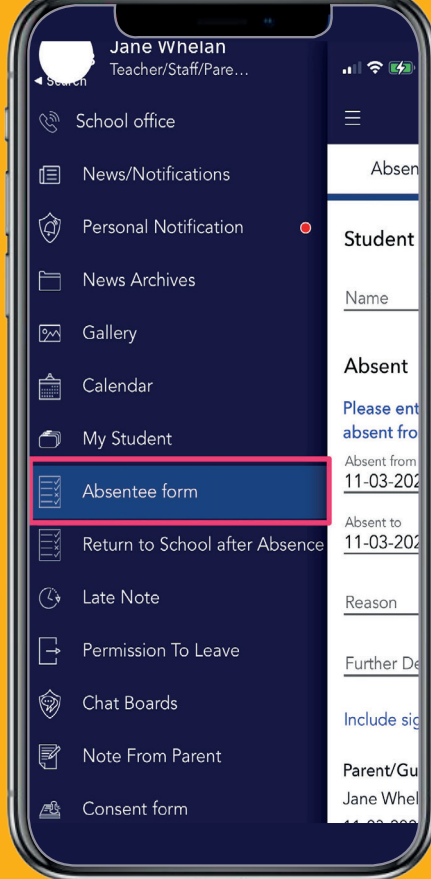# US
UniqueSchools

How To:
Use App
Absentee Form

1. Once you know your student will be absent from school you can submit an absentee note. Submitting the note via the app streamlines collection and retention of notes for the school.

   Please ensure a note is submitted once you become aware that the student will not be present. **Ideally notes should be submitted by 08:30 on the morning of absence.**

   Click *Absentee Form* on your App sidebar. Once you have submitted the form the school will be notified of the absentee.

2. Prior to your student returning to school, you need to fill in a *Return to School After Absence* form. This is an HSE requirement and must be filled out before students are permitted to return to school.

   Click *Return to School After Absence* on your App sidebar. Please ensure the date of return to school is accurate and submit the form.