
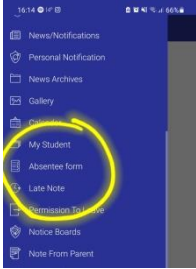



**TO ADD AN ABSENT NOTE ON THE SCHOOL APP.**

|  |   |
|--|---|
| <p><b>1.</b> Open school app</p>   |   |
| <p><b>2.</b> Tap the three horizontal lines on top left hand corner.</p>   |   |
| <p><b>3.</b> From the drop down menu, tap absent form</p>  |   |
| <p><b>4.</b> To complete:</p> <p><b>A:</b> Fill in student name</p> <p><b>B:</b> Select date</p> <p><b>C:</b> Select reason ( add further detail if required)</p> <p><b>D:</b><br/><b>Very important to tap 'include signature here'</b></p> <p><b>E:</b><br/><b>Use finger to sign in the box and tap done</b></p> <p><b>F:</b><br/><b>Tap submit</b></p> |  |