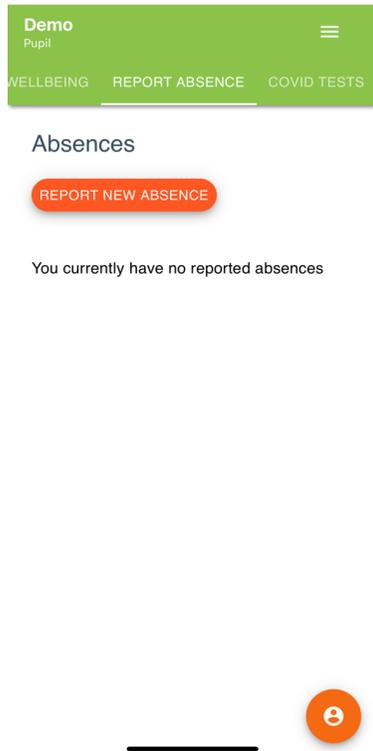
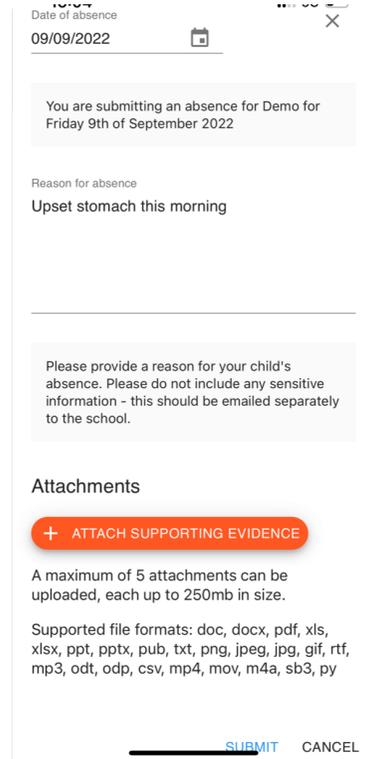


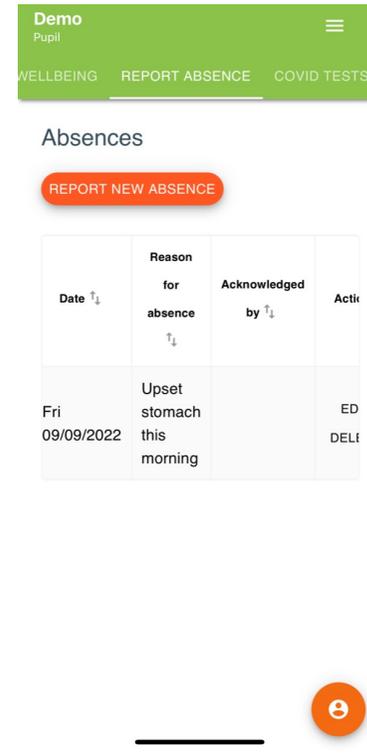
# REPORTING A STUDENT'S ABSENCE USING THE CLASS CHARTS PARENT APP



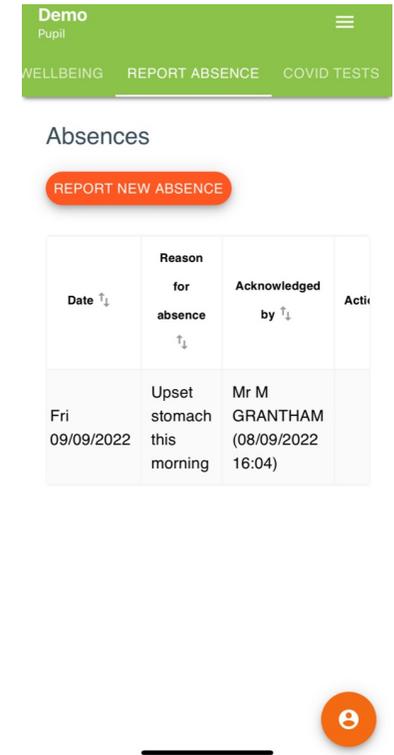
1. Select 'Report Absence' from the menu and then click 'Report New Absence' button



2. Add the date of the absence and a reason. You can also attach supporting documents. Click 'Submit' button at the bottom



3. You will be able to see a list of reported absences in your parent app



4. Highdown School will acknowledge receipt of your absence report and this will be shown in your parent app