

How To: Use App Absentee Form

 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.

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	Absentee form	<u>11-03-202</u>			
E	Return to School after Absence	Absent to 11-03-202			
4	Late Note	Reason			
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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.

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E Return to School	after Absence		
Declaration	History		
Pupil Return to School Parent Declaration			
This form is to be used when students are returning to School after any absence.			
Student			
_{Name} <u>Aida Whelan (2)</u>	•		
Date of return to school			
DD/MM/YYYY 12-03-2021	•		
Declaration			
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an infectious disease and I have followed all medical and public health guidance with respect to the exclusion of my child from the school setting.

Include signature here

Parent/Guardian

Jane Whelan

11-03-2021