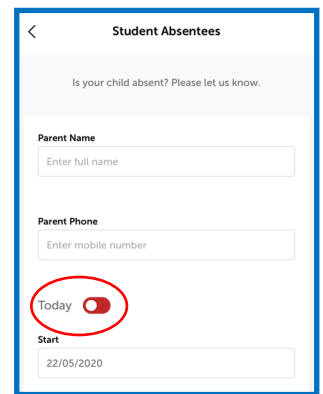
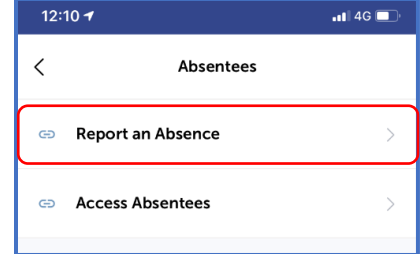
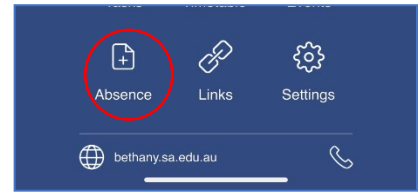


Absentee Tutorial for Bethany Christian School App

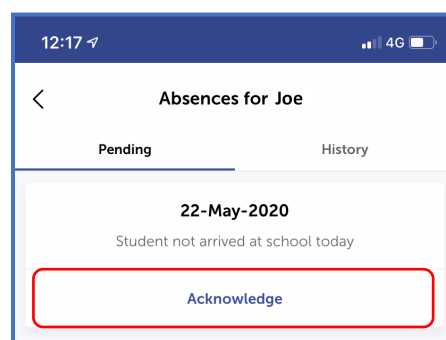
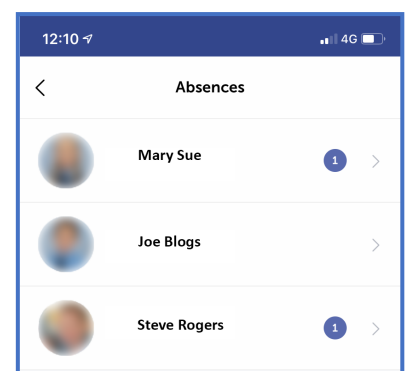
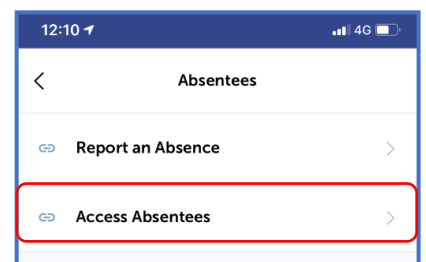
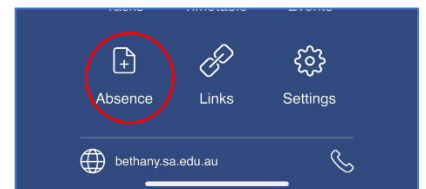
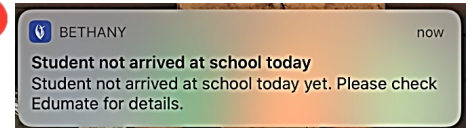
How to report an absence:

1. Click on the Bethany Christian School app.
2. Click on the icon called **Absence**.
3. Click the top link called **Report an Absence**.
4. If you have multiple children you can enter them all using the one submission.
5. Enter **Parent Name** and **Parent Phone** in their fields.
6. If your submission is for the current day that you are entering it for leave the **Today** toggle button green. If you are entering for multiple days or a different day click the **Today** toggle button and select your date range.
7. Enter the you child's full name in the Students field and click add. Repeat that for multiple children.
8. Click the **Reason** field and select the reason for your child's absence.
9. You can use the comments field to provide any further explanations. An example would be if you have multiple children home for different reasons.
10. Finally click the **Send** button at the bottom of the page to submit your absentee report.



Receiving notification that your child is not at school yet:

1. If your child has not been marked present on the **Roll** and no absence has been reported then you will receive this notification stating "**Student not arrived at school today**". This notification is sent out at 11am every school day.
2. You will see a number on top of the Bethany Christian School app. Click into the app.
3. Click on the icon called **Absence**.
4. Click the bottom link called **Access Absentees**.
5. Click the child that has a notification number on them. If multiple children have notification numbers, then access them one at a time.
6. Under the **Pending** tab you will see a message stating the date and message "Student not arrived at school today".
7. Click the **Acknowledge** button underneath to notify the school that you have received the message.



Absentee Tutorial for Bethany Christian School App

Receiving notification for student absence explanation request:

1. After school this notification will be activated and remind you of any absences that still need explanations.
2. You will see a number on top of the Bethany Christian School app. Click into the app.
3. Click on the icon called **Absence**.
4. Click the bottom link called **Access Absentees**.
5. Click the child that has a notification number on them. If multiple children have notification numbers then access them one at a time.
6. Under the **Pending** tab you will see a message stating the message "Recent unexplained absences".
7. Click the **Submit absence explanation** button underneath.
8. Click on the date box to select the date your providing and explanation for.
9. Click the **Reason** dropdown box to select either "sick" or "other:please provide explanation below".
10. In the **Details** box please provide any explanation details necessary.
11. Click the **Submit** button at the bottom of the page to send through your explanation.

