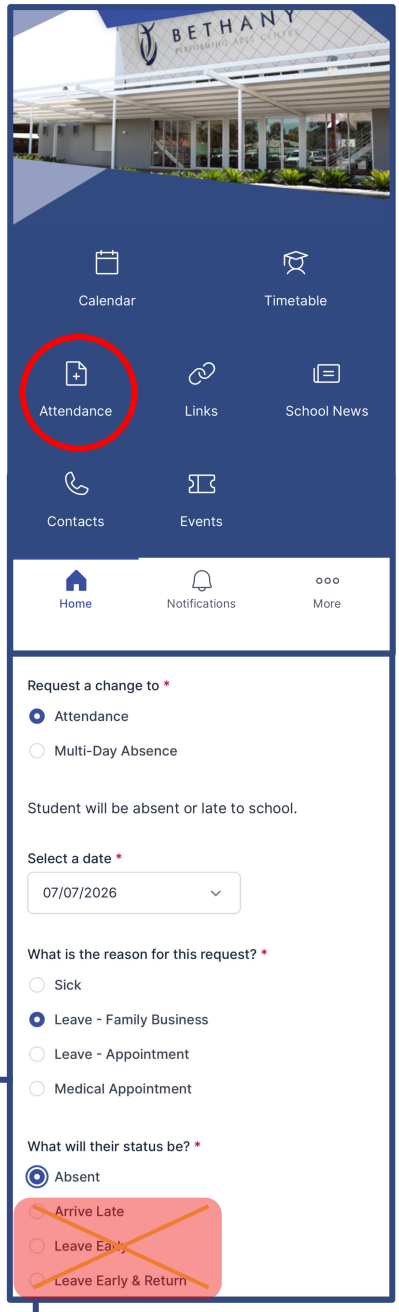
USING THE BETHANY CHRISTIAN SCHOOL APP TO REPORT A CHILD'S ABSENCE

The BCS App is the most efficient way for our parents to report a child's absence. This keeps the admin staff and students teacher up to date and will avoid you having to wait on a phone call with the office.



How to report an absence:

1. Open the **Bethany** app.
2. Click on the **Attendance** icon.
3. Choose Either **Attendance** (1 day) or **Multi-Day Absence**

Attendance option

Complete the form

1. Select a date
2. Select the reason for absence
3. What will their status be?

   Please **only choose Absent** from this list Reasons for arriving late or leaving early are managed at drop off and pickup.
4. There is a note field if you need to write a note
5. Submit

Multi-Day Absence option

Complete the form

1. Select start and end dates (the first and last days the student will be absent.
2. Notes: please provide a reason.
3. Submit

