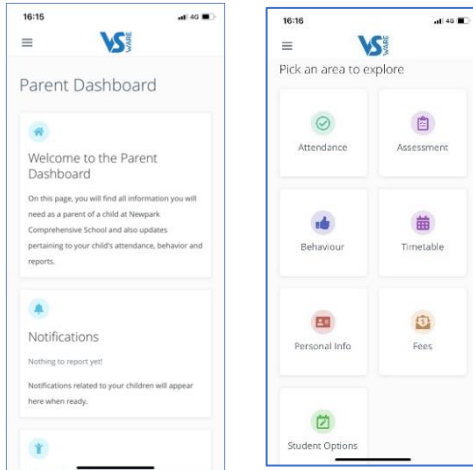




Absence Request Procedures



1. Open the VShare app
 2. Open your son/daughter's profile
 3. Select attendance
 4. Select submit absence request
 5. Select single day or multi day
 6. Select full day or partial day
- **Full Day request:**
 - Please indicate the date and include a reason for the absence
 - **Partial day request:**
 - Please indicate the start time and end time and the reason for the partial absence
 - If signing in late, please enter 08:45 as the start time and the time that your son/daughter will arrive at school as the end time.
 - If signing out early, please enter the start time as the time your son/daughter will be leaving school and enter the time they will return to school. If they will not be returning later that day the end time is 15:50.

Please note, all students must sign in and out at the library or front office. Receipt of the note will be confirmed with the librarian or office staff

If your son/daughter misses morning registration and no note has been received via the VShare app, you will receive a reminder via the VShare app to submit a note to explain the absence. If this app notification is not read within 30minutes, you will then receive a text message.

Codes:

Abs – Absent and no note has been received

Abn – Absent from school and a note has been received

SO – signed out early

Ns – Attending the school nurse

L – late