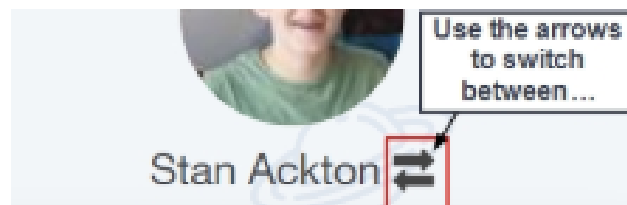
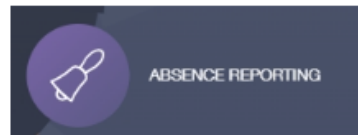


Reporting Child Absence on EduLink

If your child is absent from school due to illness, please notify the school before 8:30am using the 'Absence Reporting' function in EduLink.

Step-by-step guide

1. **Log in to Edulink:** Use the Edulink app or website with your login credentials.
2. **Navigate to absence reporting:** Click on the "Absence Reporting" icon on the homepage.
3. **Select child:** If you have multiple children, switch between them to select the correct child.



4. **Choose dates:** Select the start date and expected return date for the absence.

From* 05/08/2021 00:00 To* 05/08/2021 23:59

Reason for Absence*
Illness

Example Absence Report

5. **Provide a reason:** Enter a reason for the absence. Be as detailed as needed.
6. **Attach documents (optional):** Use the paperclip icon to attach any supporting documents, like medical notes.
7. **Submit:** Click "Send" to submit the absence report to the school.



Send and Cancel Buttons