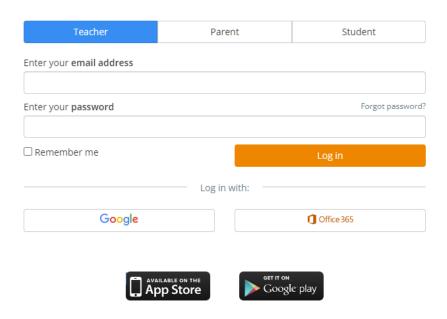
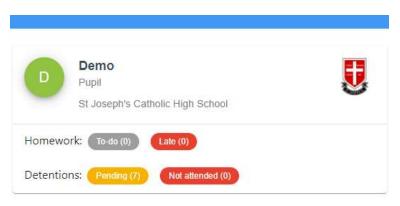
How to Report an absence on ClassCharts

Step 1 – Login to ClassCharts

Log in



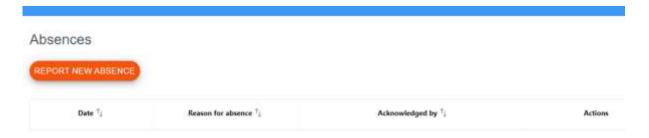
Step 2 – Click on the green icon or your son/daughters name.



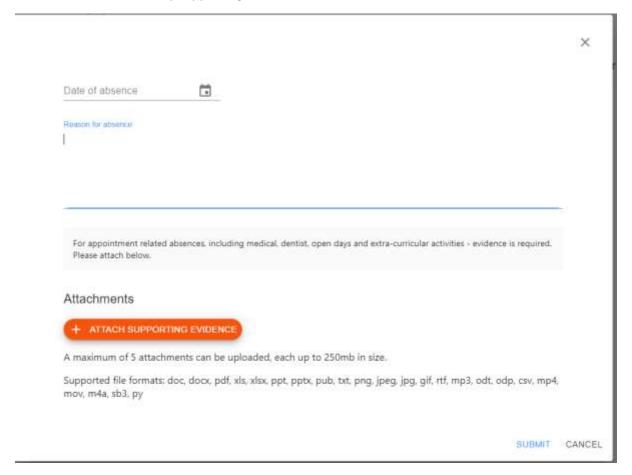
Step 3– Scroll left along the icons on the green tab until you reach Report Absence, click on this icon



Step 4– This screen will show you history of all reported absences to date. To add a new absence Click on the orange icon 'Report New Absence".



Step 5 – Select the relevant date on the calendar icon. Explain in detail reason for your childs absence. Please attach any supporting evidence then select submit.



Step 6 – Your absence request will be sent directly to Attendance Officer to acknowledge.

The Attendance Officer will then action as appropriate.

If further information is required the school will contact you directly.