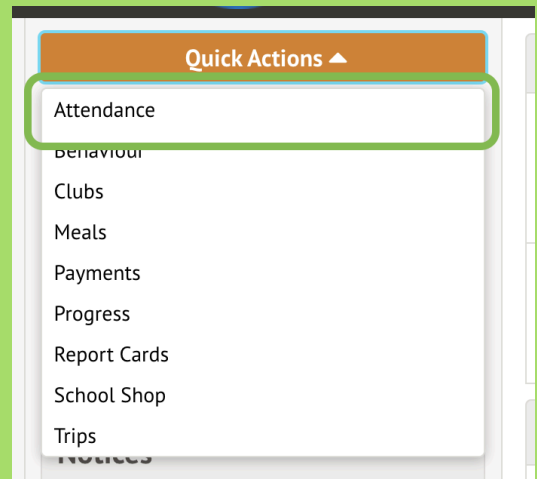


Using **Arbor Portal** to report a student absence

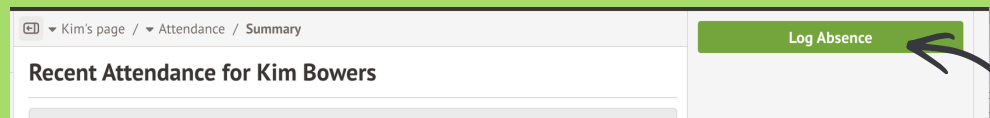
STEP 1

Click the Quick Actions button and then click Attendance



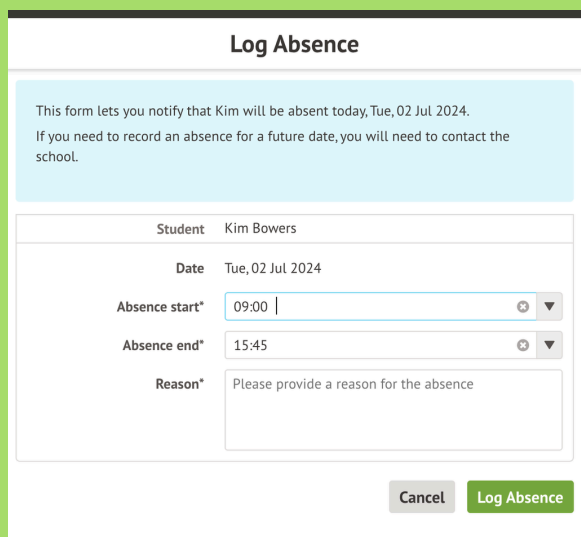
STEP 2

Click the green Log Absence button in the top-right of the page.



STEP 3

Input the start and end time for the absence and type in the reason for the absence

A screenshot of the 'Log Absence' form. The form has a title 'Log Absence' and a light blue informational box at the top stating: 'This form lets you notify that Kim will be absent today, Tue, 02 Jul 2024. If you need to record an absence for a future date, you will need to contact the school.' Below this, the form contains several fields: 'Student' with the value 'Kim Bowers', 'Date' with the value 'Tue, 02 Jul 2024', 'Absence start*' with a dropdown menu showing '09:00', 'Absence end*' with a dropdown menu showing '15:45', and 'Reason*' with a text input field containing the placeholder text 'Please provide a reason for the absence'. At the bottom of the form, there are two buttons: a grey 'Cancel' button and a green 'Log Absence' button. A black arrow points from the right side of the page towards the 'Log Absence' button.

STEP 4

Once you have filled in this data, click Log Absence