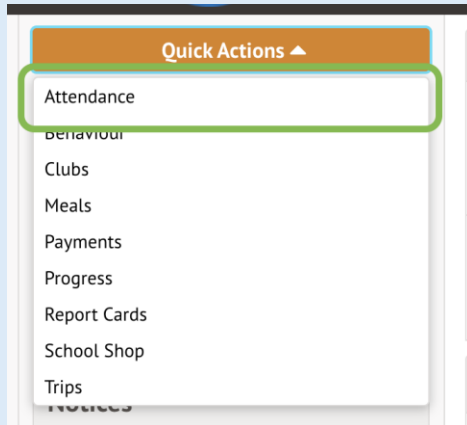


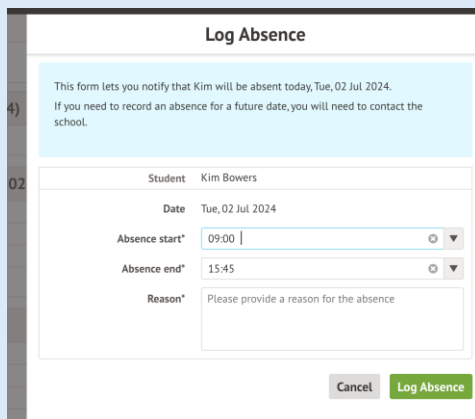
## Recording an absence on Arbor

To record an absence, click on the **Quick Actions** button and then click **Attendance**.



From here, click the green **Log Absence** button in the top-right of the page.

Here, you can input the start and end time for the absence and type in the reason for the absence. By default, the absence start and end times reflect the student's full day, but these can be adjusted as needed. Once you have filled in this data, click **Log Absence**. This will then be visible to school staff.

A screenshot of the 'Log Absence' form in the Arbor system. The form is titled 'Log Absence' and contains the following fields: Student (Kim Bowers), Date (Tue, 02 Jul 2024), Absence start\* (09:00), Absence end\* (15:45), and Reason\* (Please provide a reason for the absence). There are 'Cancel' and 'Log Absence' buttons at the bottom right. A light blue informational box at the top states: '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.'

Once this has been logged, school staff can accept or reject the absence. Approved absences appear in the **Attendance** tab of the Parent Portal or Arbor App.