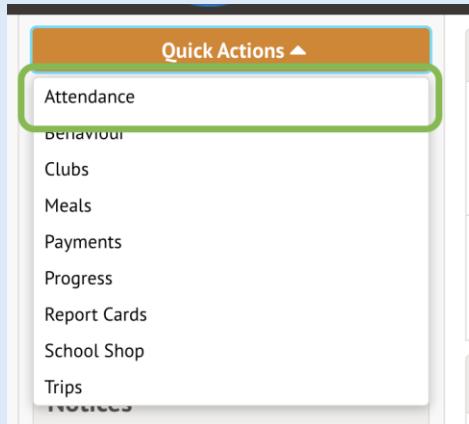


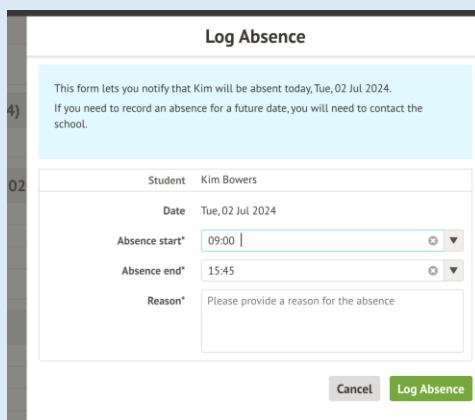
Recording an absence on Arbor

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. The form is titled 'Log Absence' and shows a student record for 'Kim Bowers' on '02 Jul 2024'. The 'Absence start' field is set to '09:00' and the 'Absence end' field is set to '15:45'. The 'Reason' field contains the placeholder text 'Please provide a reason for the absence'. At the bottom of the form are 'Cancel' and 'Log Absence' buttons.

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.