

How to Acknowledge an Absence

This guide provides parents with step-by-step instructions on how to acknowledge an absence in the Parent Orbit app.



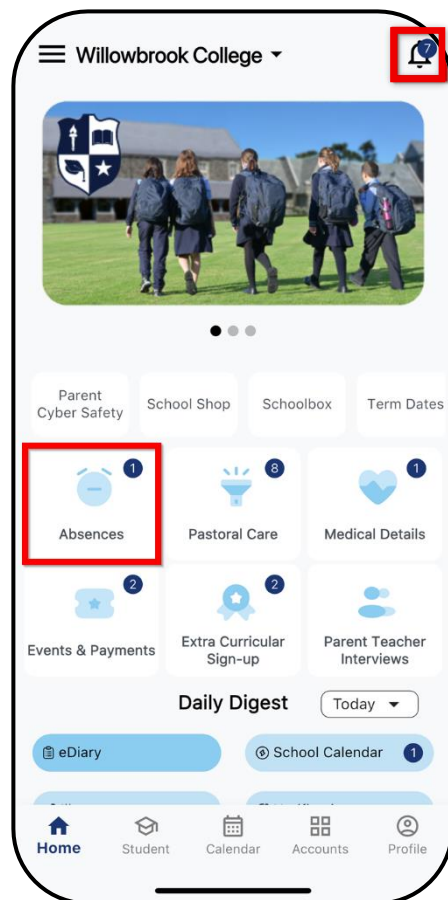
STEP 1

There are two main locations you will find absences that are required to be acknowledged.

On the homepage, the 'bell' icon in the top right corner will show a number indicating all unread **Notifications** that have recently been sent to you.

Also, the '**Absences**' tile will show a notification bubble indicating how many absences have not been acknowledged.

Tap the '**Absences**' tile.

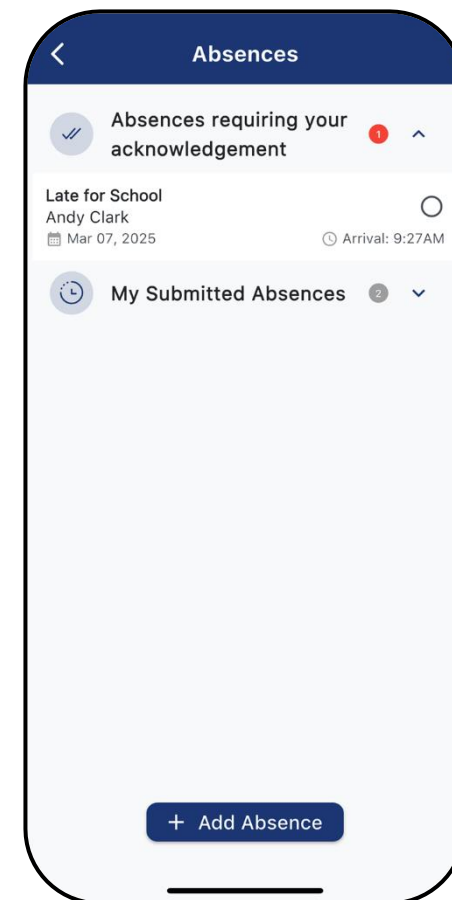


STEP 2

This page will show you a list of '**Absences requiring your acknowledgement**' and '**My Submitted Absences**'.

Tap the **absence record** you would like to acknowledge.

In our example, we are tapping '**Late for School – Andy Clark – Mar 07, 2025**'.



STEP 3

This will bring up the **Acknowledge Absence** screen.

You will see:

- The student's name
- The date they were absent
- The absence type

Tap '**Reason for Absence**'.

The screenshot shows a mobile app interface titled "Acknowledge Absence". At the top, there is a back arrow and the title. Below the title, the following information is displayed: Student: Andy Clark, Date: Mar 07, 2025, and Absence Type: Late for School. A section labeled "*Reason For Absence" contains a dropdown menu with a downward arrow. Below this is a "Comment" field with a character count of 0/1500. At the bottom, there is a radio button next to the text "I acknowledge that the details of this absence are correct" and a blue "Submit" button.

STEP 4

This will display a drop down list so you can select a reason for their absence.

In our example, we are tapping on '**Doctors Appointment**' as our reason for Andy being late for school.



Please note, your school will have defined a list of absence reasons for you to choose from. The 'Reasons for Absence' available to you may differ from our example.

This screenshot shows the same "Acknowledge Absence" screen as in Step 3, but with the "*Reason For Absence" dropdown menu open. The menu lists several options: "Doctors Appointment", "Non School Holiday", "Other", "Public Transport Failure", and "Slept In". The "Doctors Appointment" option is highlighted. The "Submit" button remains at the bottom.

STEP 5

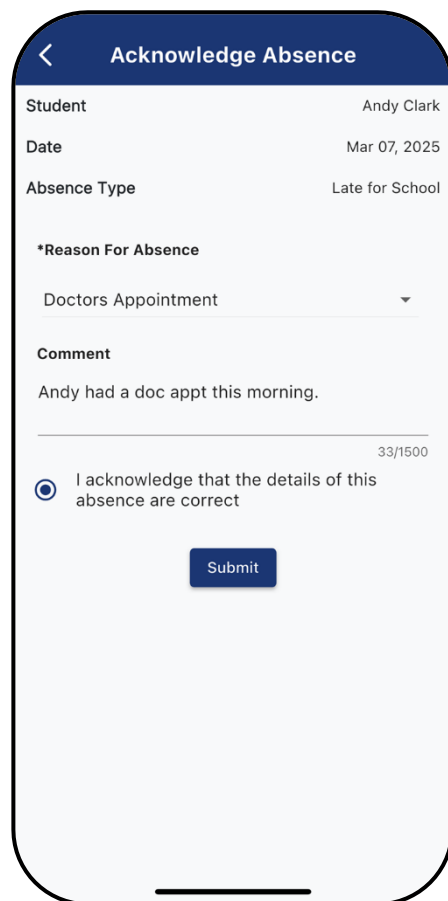
There is also a '**Comment**' section where you can enter any comments or additional information regarding the student's absence.

Depending on your school's requirements, entering a comment might be mandatory.

In our example, we have said 'Andy had a doc appt this morning.'

Mark the '**I acknowledge that the details of this absence are correct**' radio button to confirm that you have reviewed the absence details you have provided are correct.

Tap '**Submit**'.

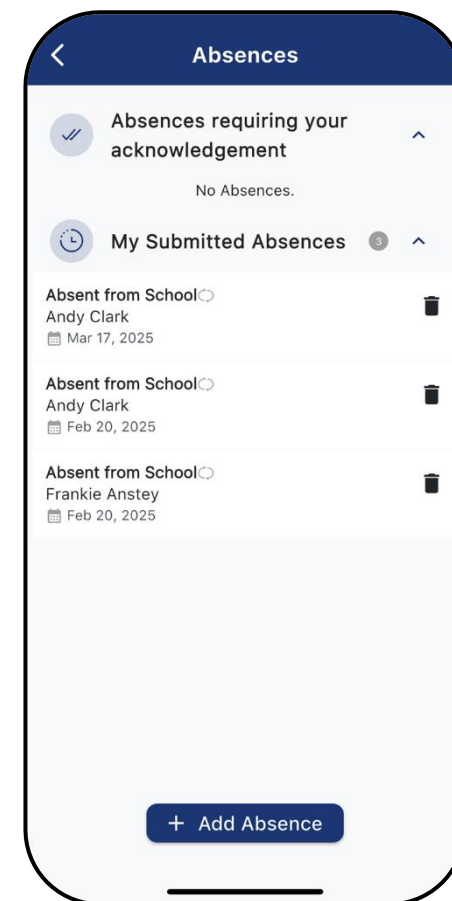


The screenshot shows a mobile app interface for acknowledging an absence. At the top, the title is 'Acknowledge Absence'. Below the title, there are fields for 'Student' (Andy Clark), 'Date' (Mar 07, 2025), and 'Absence Type' (Late for School). A section for '*Reason For Absence' shows 'Doctors Appointment' with a dropdown arrow. Below this is a 'Comment' section with the text 'Andy had a doc appt this morning.' and a character count '33/1500'. At the bottom, there is a radio button selected next to the text 'I acknowledge that the details of this absence are correct', and a blue 'Submit' button.

STEP 6

This will return you to the '**Absences**' screen.

As you can see, there are no longer any absences requiring your acknowledgement.



The screenshot shows the 'Absences' screen in the mobile app. At the top, the title is 'Absences'. Below the title, there are two sections: 'Absences requiring your acknowledgement' which shows 'No Absences.', and 'My Submitted Absences' which shows a list of three absences. Each absence entry includes a clock icon, the student's name, and the date. The first two absences are for Andy Clark on Mar 17, 2025 and Feb 20, 2025, both labeled 'Absent from School'. The third absence is for Frankie Anstey on Feb 20, 2025, also labeled 'Absent from School'. At the bottom of the screen, there is a blue button with a plus sign and the text '+ Add Absence'.