

PROCESS:

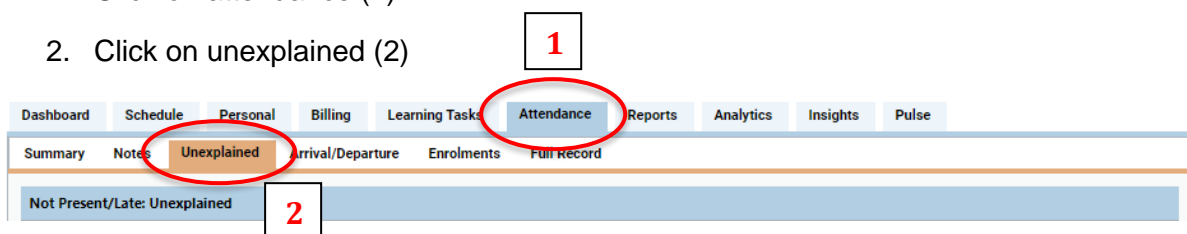
How to add an Attendance Note for unexplained absences


Overview

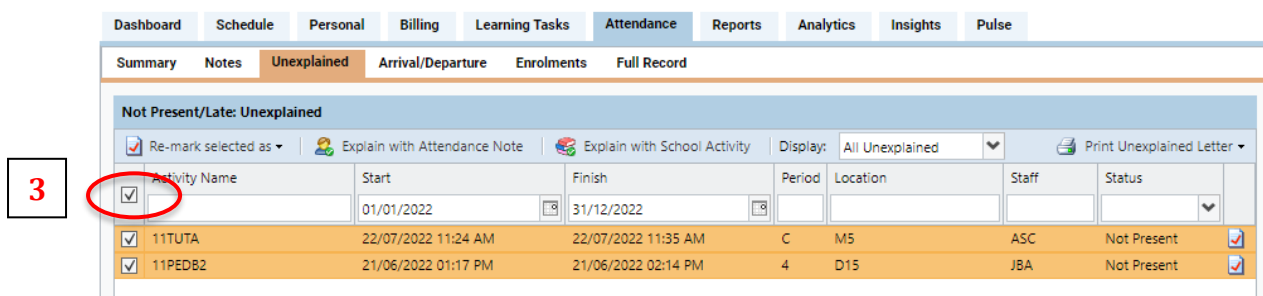
1. This process is a guide for parents on the steps needed to explain a late/not present in class notification, under “attendance”

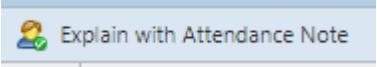
Guidelines

1. Click on attendance (1)
2. Click on unexplained (2)



3. You can click on the box under activity (3) to highlight all unexplained absences and then click on 



4. As an alternative, click on the individual boxes that you would like to select (you can click on as many as you like) (4) and then click on 

Attendance									
Summary Notes Unexplained Arrival/Departure Enrolments Full Record									
Not Present/Late: Unexplained									
<input checked="" type="checkbox"/> Re-mark selected as <input type="checkbox"/> Explain with Attendance Note <input type="checkbox"/> Explain with School Activity Display: All Unexplained <input type="button" value="Print Unexplained Letter"/>									
Activity Name	Start	Finish	Period	Location	Staff	Status			
<input type="checkbox"/> 11TUTA	22/07/2022 11:24 AM	22/07/2022 11:35 AM	C	M5	ASC	Not Present			
<input checked="" type="checkbox"/> 11PEDB2	21/06/2022 01:17 PM	21/06/2022 02:14 PM	4	D15	JBA	Not Present			

4

5. In the drop-down box select a reason for your child not attending class (5)

Attendance Note Editor

Note Details

Person: [Redacted]

Reason: ▼

Details/Comment: **Medical/Illness**
Student is not at school for medical reasons.
Code: 200, Counted Absence Reason

Medical Appointment
Student is not at school, attending a medical appointment.
Code: 205, Counted Absence Reason

Welfare/Other
Welfare activities, custody problem, DHS intervention, foster care, court attendance
Code: 210, Counted Absence Reason

External Counselling
Student is receiving counselling externally.
Code: 203, Counted Absence Reason

Refusal
Student refuses to attend school, and parent/guardian knows and approves.
Code: 208, Counted Absence Reason

Bereavement
Includes funeral, death in the family, absence due to a death.
Code: 211, Counted Absence Reason

Options: Department Approved/VCE Compliant

Important Notice
This will automatically insert the appropriate number of approvals for the selected sessions.

Audit

5

6. In the details/comment box, add any additional details on why your child was not in class (6)
7. Press save to complete this process.(7) The unexplained absence is now finalised and removed from the list.

Attendance Note Editor

Note Details

Person: [Redacted]

Reason: ▼

Details/Comment:

Options: Department Approved/VCE Compliant

Important Notice
This will automatically insert the appropriate number of approvals for the selected sessions.

Audit

6

7