



Reporting Absences on Class Charts

- Open Class Charts
- Navigate to the Absences tab (you will be able to see any previously reported absences)

- Click the 'Report New Absence' button

- Enter the details requested

- Use the 'Attach Supporting Evidence' button to add any evidence (such as a hospital appointment letter)

- Click 'Submit' to send us your absence report
- School will acknowledge the submission on Class Charts