

How to Report an absence on ClassCharts

Step 1 – Login to ClassCharts

Log in

Teacher	Parent	Student
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Enter your email address

Enter your password [Forgot password?](#)

Remember me

Log in with:

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Step 2 – Click on the green icon or your son/daughters name.

Demo
Pupil

Homework: To-do (0) Late (0)

Detentions: Pending (7) Not attended (0)

Step 3– Scroll right along the icons on the green tab until you reach Report Absence, click on this icon



Step 4– This screen will show you history of all reported absences to date. To add a new absence Click on the orange icon ‘Report New Absence’.

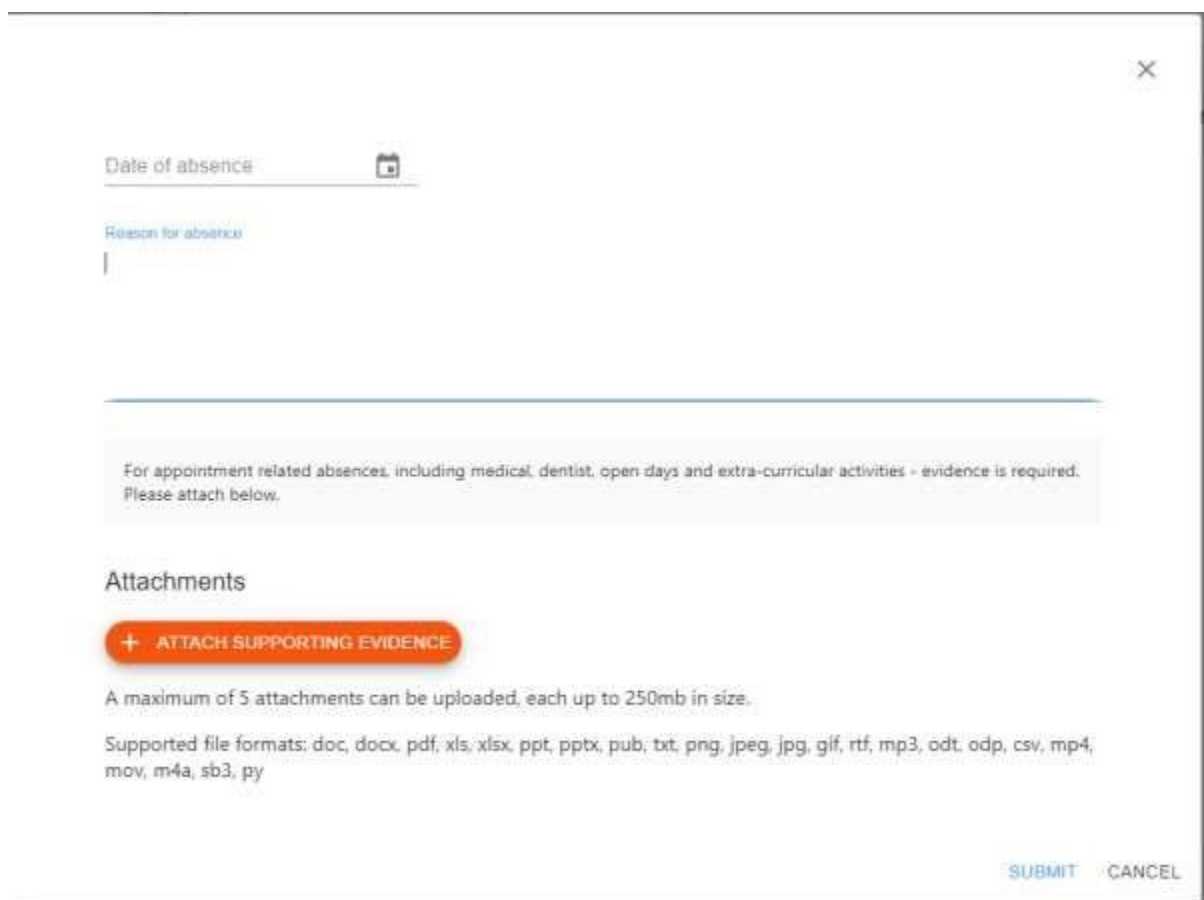



Absences

REPORT NEW ABSENCE

Date ↑	Reason for absence ↑	Acknowledged by ↑	Actions
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Step 5 – Select the relevant date on the calendar icon. Explain in detail reason for your child's absence. Please attach any supporting evidence then select submit.



Date of absence 

Reason for absence
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For appointment related absences, including medical, dentist, open days and extra-curricular activities - evidence is required. Please attach below.

Attachments

+ ATTACH SUPPORTING EVIDENCE

A maximum of 5 attachments can be uploaded, each up to 250mb in size.

Supported file formats: doc, docx, pdf, xls, xlsx, ppt, pptx, pub, txt, png, jpeg, jpg, gif, rtf, mp3, odt, odp, csv, mp4, mov, m4a, sb3, py

SUBMIT CANCEL

Step 6 – Your absence request will be sent directly to Attendance Officer to acknowledge.

The Attendance Officer will then action as appropriate.

If further information is required the school will contact you directly.