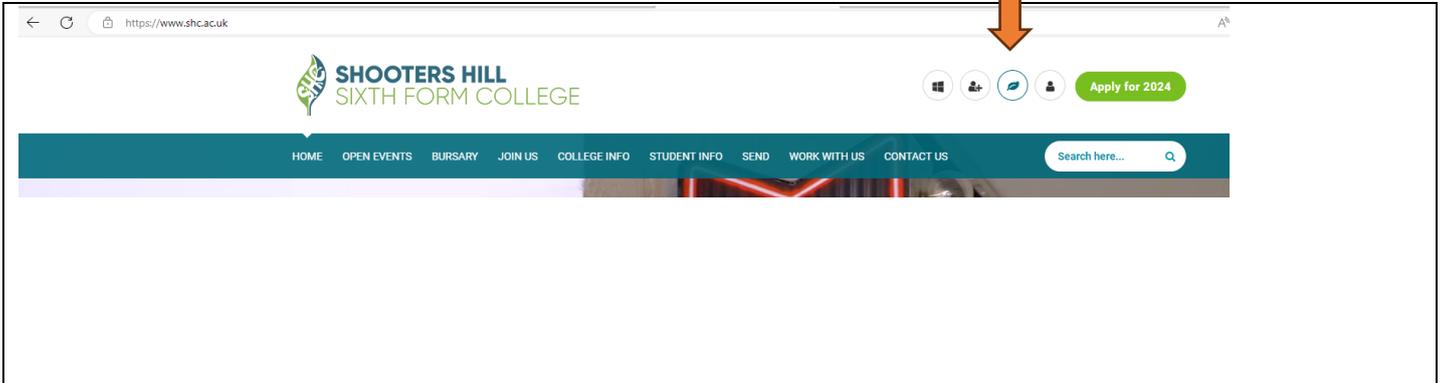
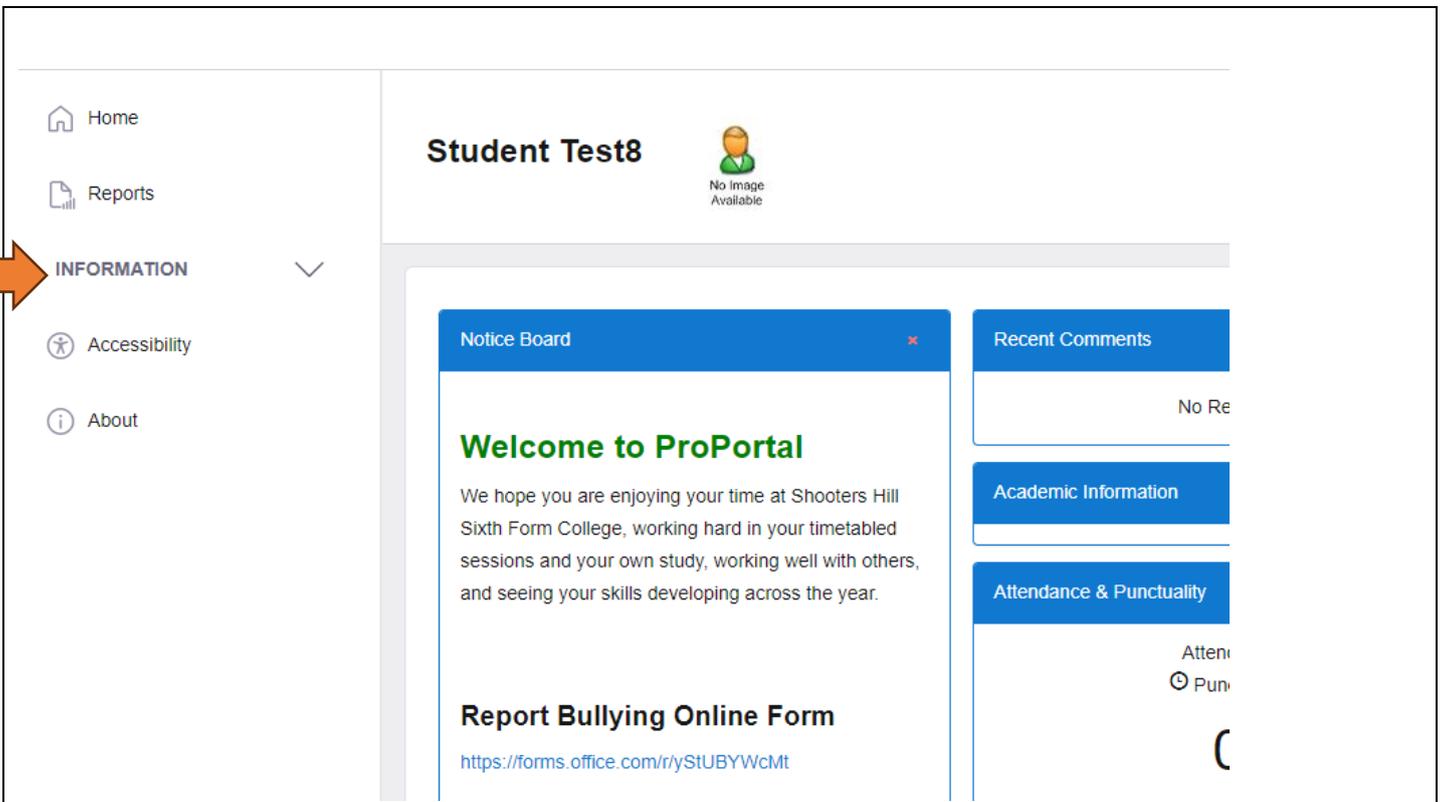


How to notify of student absence (Students)

1. Go to www.shc.ac.uk and Log into Pro-Portal using your normal college login details.



2. Once logged in, select INFORMATION from the sidebar.



3. Select Notification of Absence from the sidebar

The screenshot shows the ProPortal interface for a student named 'Student Test8'. The sidebar on the left contains the following menu items: Home, Reports, INFORMATION (with a dropdown arrow), Details, Lesson Timetable, Detailed Attendance (highlighted with a grey background), Weekly Attendance, My Register Marks for the year, Authorised Absence, Exams, Add Quals on Entry, Fees, Submit Edit Address Change Request, Notification of Absence (highlighted with an orange arrow), and Submit Personal Details Change Request. The main content area displays a 'Welcome to ProPortal' message, a 'Report Bullying Online Form' link, and sections for 'Upcoming Assessments' and 'Upcoming Smart Targets', both showing 'No Records'. On the right, there are sections for 'Recent Comments' (No Records), 'Academic Information', and 'Attendance & Punctuality' with 'Attendance' and 'Punctuality' both at 0.

Note other useful options on the sidebar including change of address and phone numbers.

4. Complete and submit the Notification of Absence form.

The screenshot shows the 'Notification of Absence' form for 'Student Test8 (38236)'. The form includes the following fields: 'Date From:' (dd/mm/yyyy), 'Time From:' (hh:mm), 'Date To:' (- Required), 'Time To:' (hh:mm), 'Mark Type:' (- Required), 'Reason:' (--Select--), 'Authorised Absence Notes:' (text area), and 'Email Address:' (andrea.knight2@shc.ac.uk). There are 'Submit' and 'Cancel' buttons at the bottom. The 'Date To:' and 'Mark Type:' fields are highlighted with red boxes.