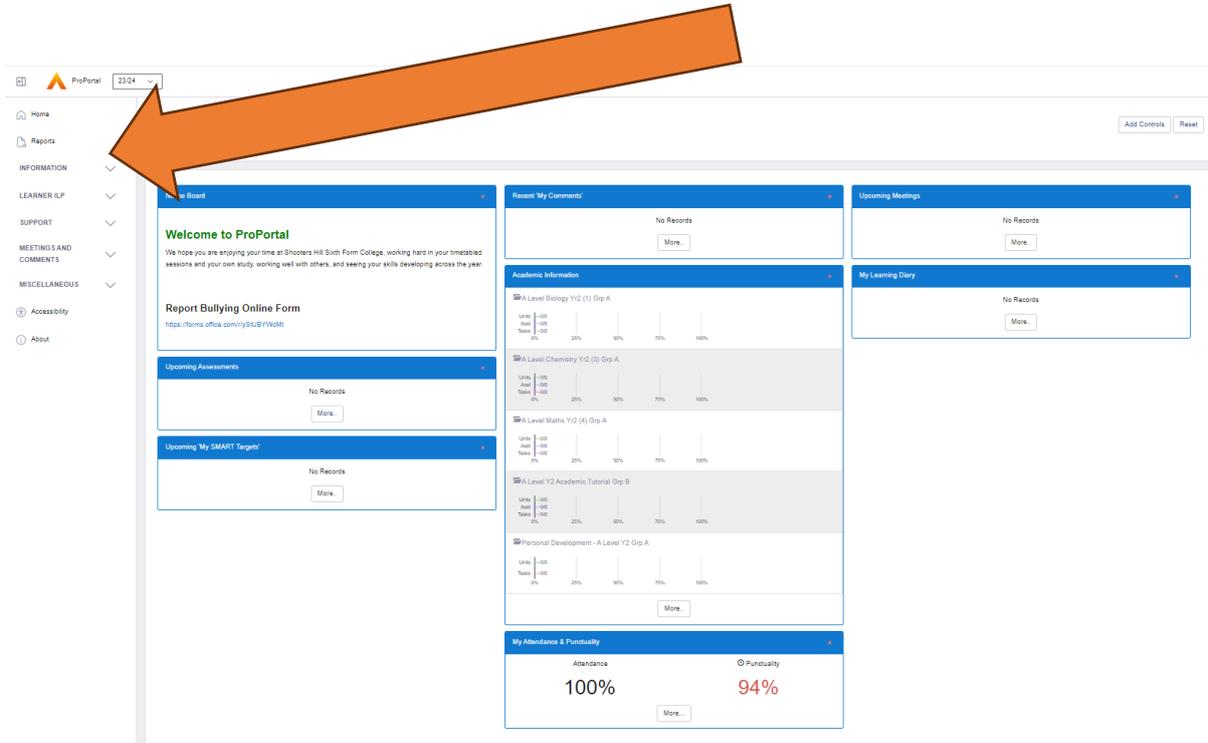
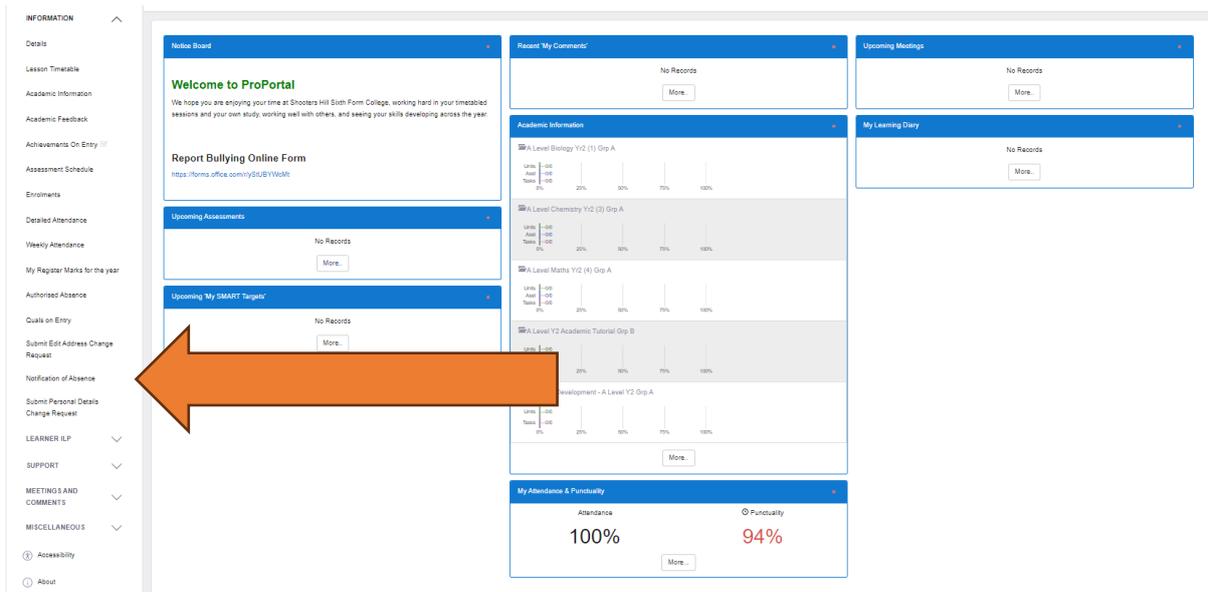


How to notify of student absence (Parents)

1. Log into Parent-Portal using your login details.
2. Once logged in, select information from the side bar.



3. From the side bar select Notification of Absence



4. Complete and submit the absence notification form.

ProPortal 23/24

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Notification of Absence

Date From: 23/11/2023 Time From: 09:00
Date To: 24/11/2023 Time To: 18:20
Mark Type: Reported sickness by family or student
Reason: Reported sickness by family or student
Authorised Absence Notes: Sally has a high fever and been sick.
Email Address: Test.Parent@bnternet.com

Submit Cancel