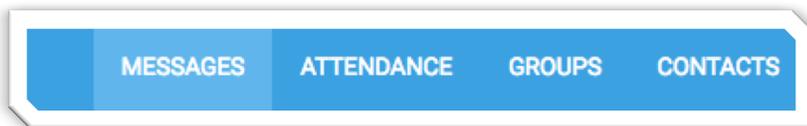


# SafeArrival

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## How do I report an absence in the Web?

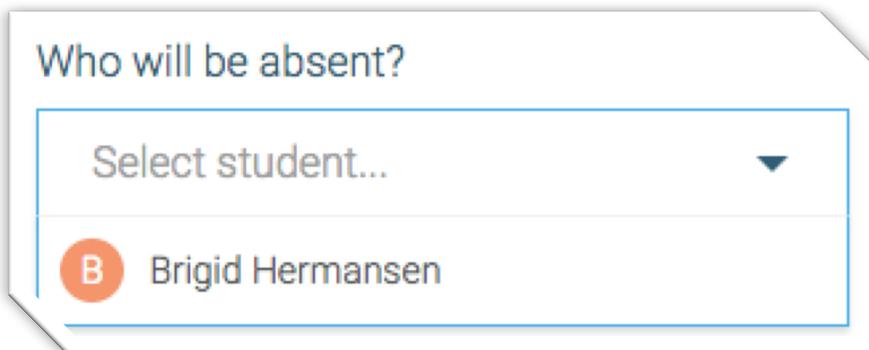
Choose Attendance from the menu at the top



Choose Report an absence from the top right



Choose the Student that you are reporting an absence for



Choose the type of Absence (Full Day or Multiple Day)

What type of absence?

Select absence type... ▼

Full Day

Multiple Day

Cancel

Choose an absence reason

Reason

Select reason... ▼

Excused Illness

Absence Unexcused

College Visitation

Bereavement

Religious Holiday

Choose the date your student will be absent

When will they be absent

**September 29, 2017** ▼

◀ **September 2017** ▶

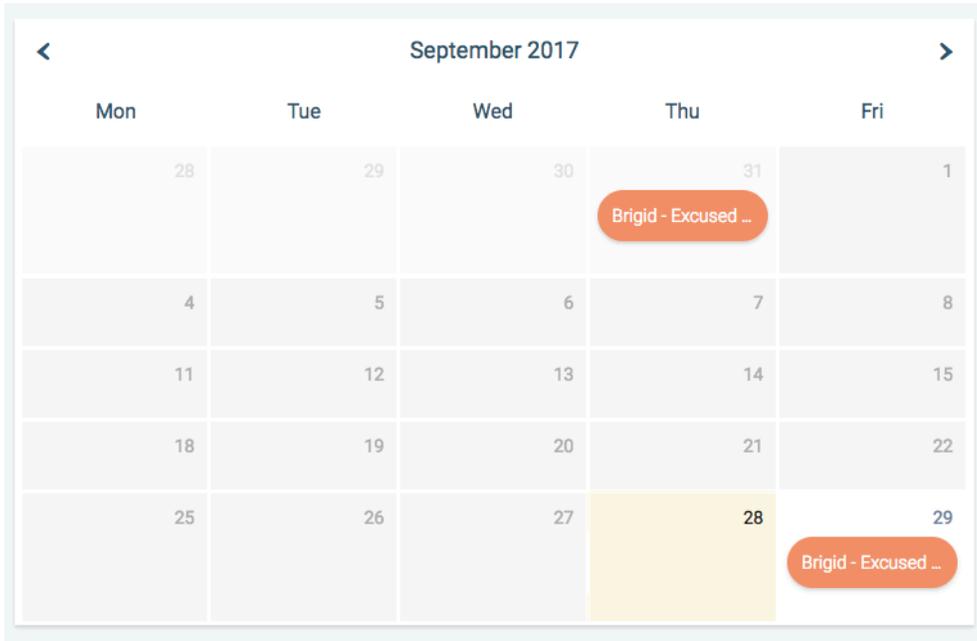
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	<b>29</b>

And Click Send

You have just reported your student as absent using SafeArrival.

# Can I check previously reported absences?

Yes, the calendar that comes up when you choose attendance in the will show you any absences that have been reported in that month.



You can also choose the icon that looks like this  to view all absences in a list.

