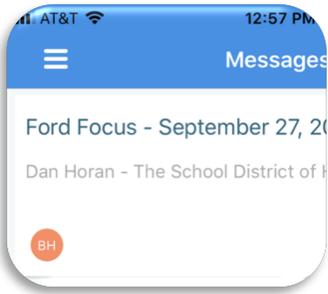
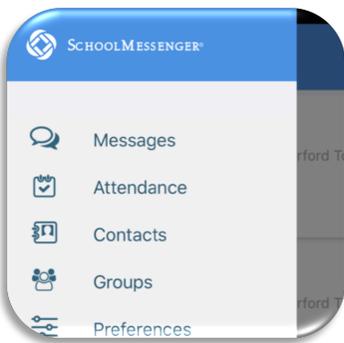


SafeArrival

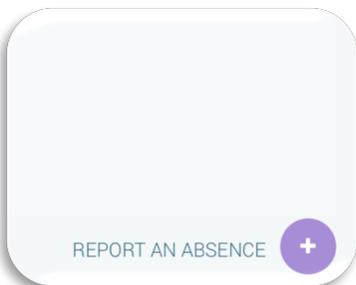
How do I report an absence in the app?



Once you are signed into the InfoCenter App, click the 3 lines in the top left corner



From the menu that appears, choose attendance.



Click the Purple circle with the plus sign in the bottom right that is labeled Report an Absence.

Choose the Student that you would like to report an absence for

Choose whether you are reporting a single day absence or multiple day absence.

Choose the Type of Absence you are reporting.

When will they be absent

Fri 29 Sep 2017

Wed 27 Sep 2017
Thu 28 Sep 2017
Fri 29 Sep 2017
Mon 02 Oct 2017
Tue 03 Oct 2017

If you are entering a future absence, tapping on the date will bring up a menu to choose other dates for the absence.

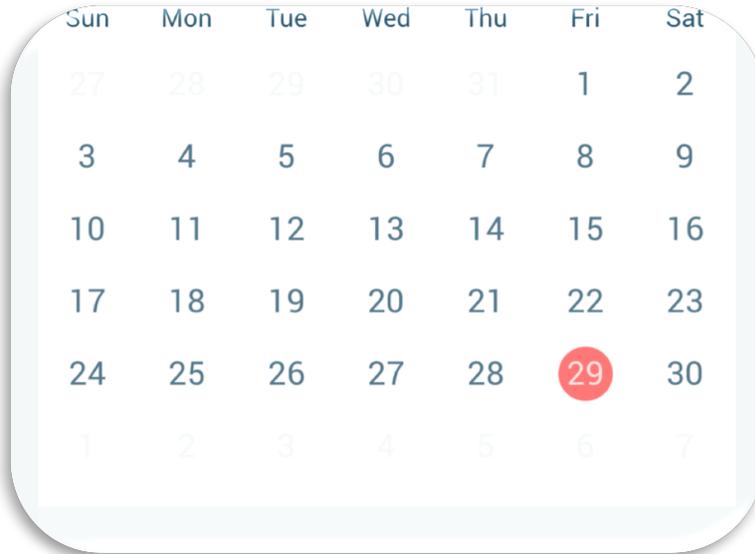
CANCEL SEND

Once you have entered a reason and the correct date for the absence, 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 app 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.

