

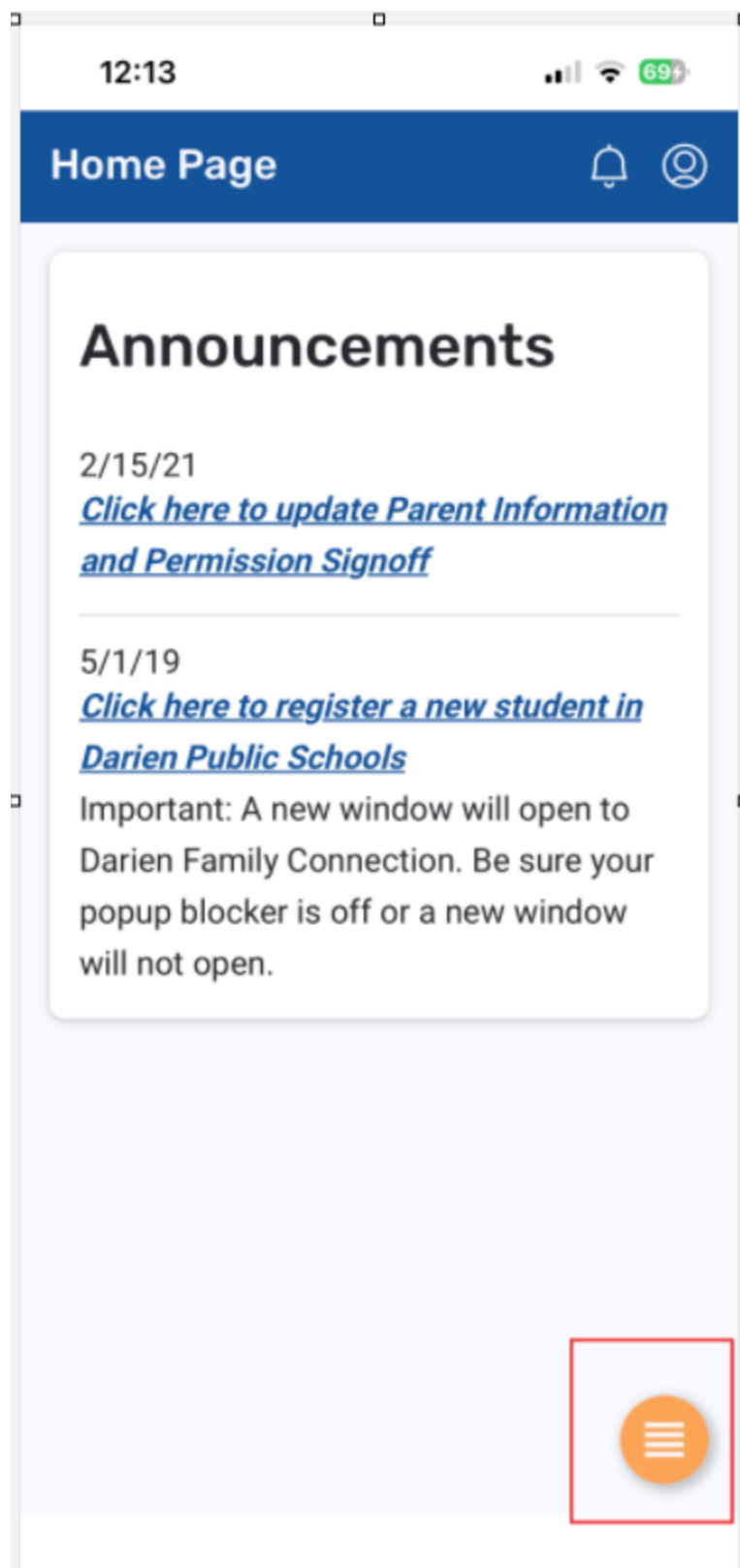
Report Student Absences from Your Phone!

We are delighted to announce that we are piloting a new way to report attendance directly from your cell phone. (At the moment this is only available at Royle school, but we hope to roll it out district-wide soon.)

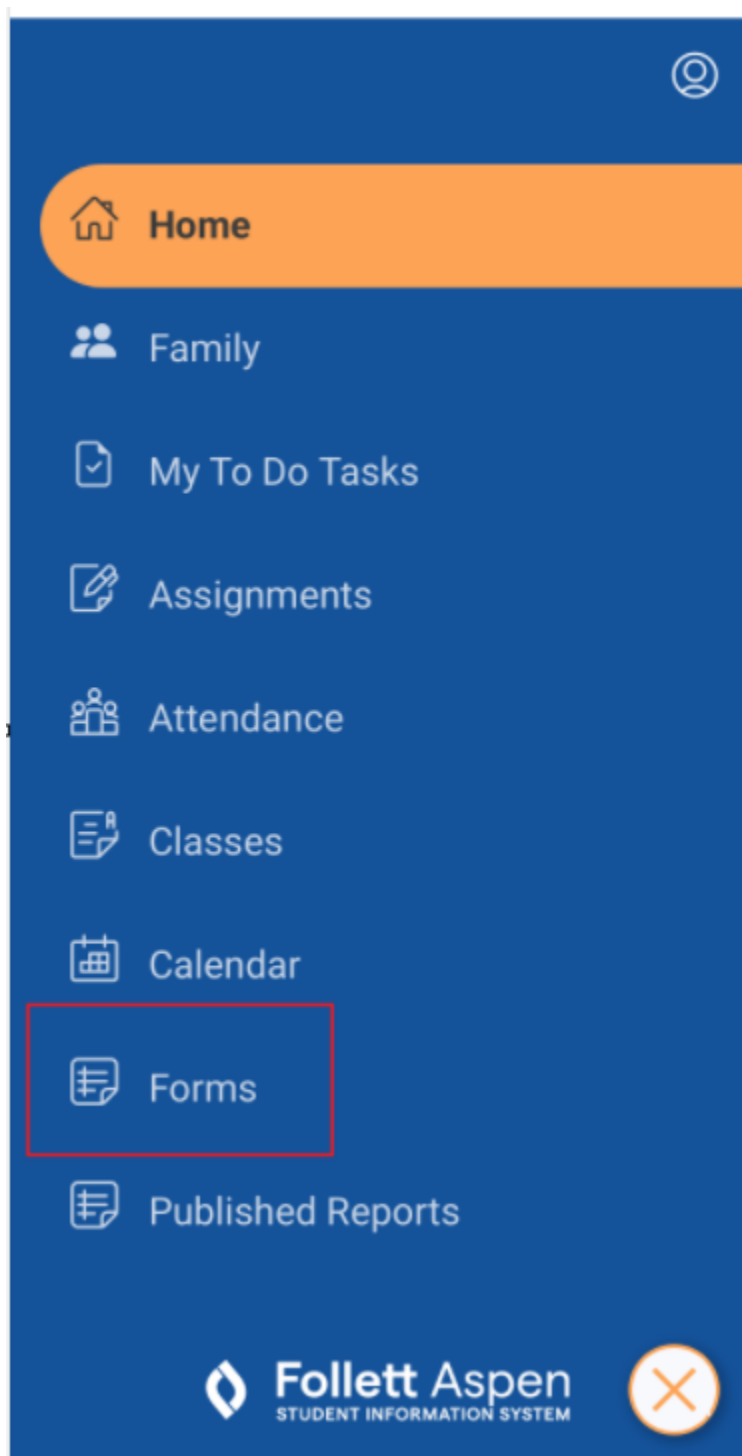
To do this, we suggest that you begin by downloading the Aspen app, which is available in the Apple or Google stores at no charge.



After you download the app, login with your existing credentials and you will see the screen below. Click on the orange menu icon in the lower right-hand corner of the screen.



That will bring you to the menu below. Select Forms.



At the top of the next screen there is a dropdown menu that includes all students associated with your Aspen account. Select the name of the student for whom you would like to submit an absence and select new:

12:14   

Forms

Appleseed, Johnny ▼

E-Absence Submission

Status	Not Started
Actions	New
Previous	-

On the next screen, you will input the reasons for the absence. Documentation is not required to submit the absence, but if you have documentation that you want to include, that can only be submitted from the Aspen desktop at the time. Be sure to click the submit button:

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[< Forms](#)  

E-Absence Submission for Appleseed, Johnny

[< ABSENCE REQUEST](#)

Student Name

Appleseed, Johnny

Date (Required)

Dec 8, 2025

Reason

Select options 

Description

Please use Aspen Desktop to attach any documents.

 [Save & Close](#) [Submit](#)

You will receive an email back when the absence has been approved.

If you have any trouble, please [submit a help ticket](#).