

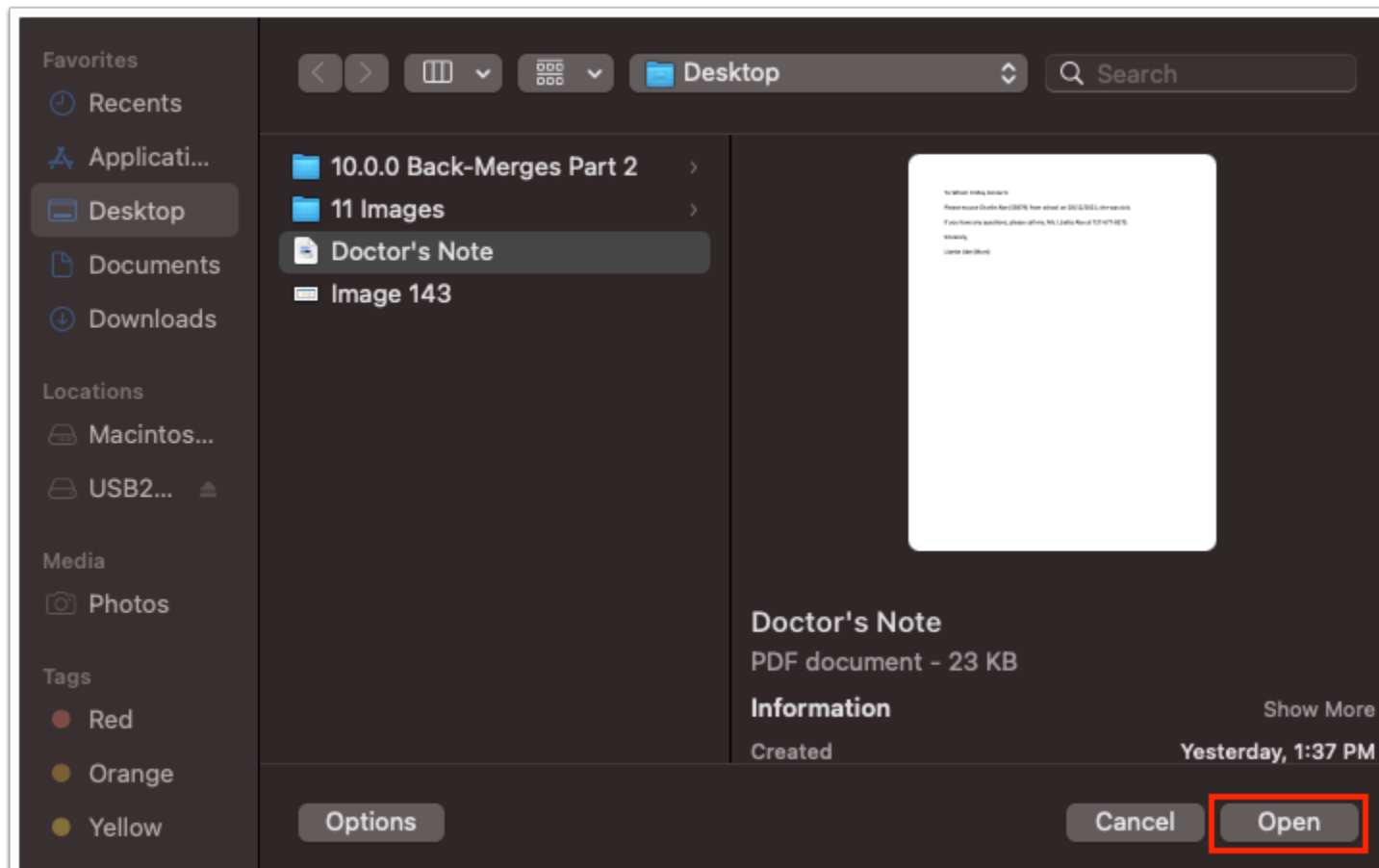
To add excuse notes(s) for a student, hover over the Excuse Note field, then click **Upload**.

Options:

1. Click **Upload** if the file is already saved on your computer.

Search for the file, click the file, then click **Open**. Note: You cannot upload Word documents. However, you can save a Word document as a PDF, then upload it.

Daily	Excuse Note	Note Status	01	02	03
Excused Abs	Excuse Note.docx  	N/A			E
Parental Excuse 1	No Files	N/A	L1	L1	L1
Excused Abs	Scan Upload Take Photo 	N/A	E	E	E
Present	No Files	N/A			



2. **Select** the **Scanner** from the pull-down, set additional settings, then click **Scan**.

Daily	Excuse Note	Note Status	01	02	03
Excused Abs	Excuse Note.docx  	N/A			E
Parental Excuse 1	No Files	N/A	L1	L1	L1
Excused Abs	Scan Upload Take Photo 	N/A	E	E	E
Present	No Files	N/A			

Scanner

Scanner

Color

Color

DPI

300

Format

PDF

File Name

20210512

☐ Autofeeder

☐ Duplex

☒ Multi-Page PDF

☐ Show Scan Settings

Scan

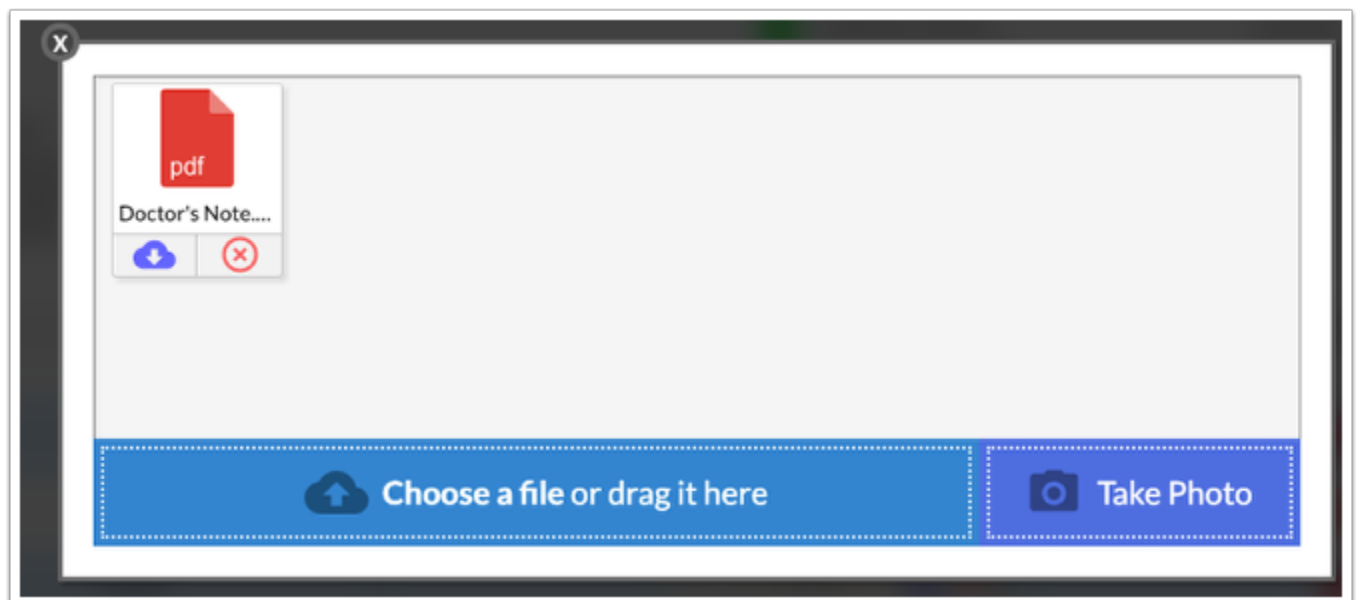
Save

Cancel

3. Click **Take Photo** to take a picture of the note with your computer camera.

Once the note is in view of the camera, click **Take Photo**.

Daily	Excuse Note	Note Status	01	02
Excused Abs	Excuse Note.docx  	N/A		
Parental Excuse 1	No Files	N/A	L1	L1
Excused Abs	Scan Upload Take Photo 	N/A	E	E
Present	No Files	N/A		



To view the excuse note:

Click the **expansion arrows** to view the Excuse Note field in a pop-up window where you can drag files for uploading, view uploaded files, and take photos, as needed.

Total ADA (Year 2024): 178 - 98.31%				Summary	Chart	Calendar
4 Days 				Excuse Note.docx Size: 13kb User: William Prieto Date: 03/24/2025 10:34 am		
Date	Daily	Excuse Note	Note Status			
Nov 5, 2024	Excused Abs	Excuse Note.docx  	N/A			
Oct 17, 2024	Parental Excuse 1	Scan Upload Take Photo 	N/A			
Aug 30, 2024	Excused Abs	No Files	N/A			
Aug 29, 2024	Present	No Files	N/A			

Notes Status:

The **Note Status** displays the excuse note approval flow status including Pending (awaiting administrative review), Approved, or Denied.

Daily	Excuse Note	Note Status	01	02
Present	No Files	View Message N/A		U
Present	No Files	N/A		U
Unexcused Absence	Excuse Note Absence May ...  	 Denied View Message	U	U
Present	No Files	N/A		T
Present	Doctor's Note.pdf 	 Approved	PT	U
Present	No Files	N/A		C

If the administrative user has added a message, click **View Message** to read the message.

Read the message and click **Close**.

Excuse Note Message

Please upload an excuse note for this absence, if applicable.

Delete an Excuse note:

If you have attached the wrong file and need to eliminate the excuse note prior to approval, click the red X to Delete the excuse note.

Total ADA (Year 2024): 178 - 98.31%		Summary	Chart	Calendar
4 Days 		Excuse Note.docx Size: 13kb User: William Prieto Date: 03/24/2025 10:34 am		
Date	Daily	Excuse Note		
Nov 5, 2024	Excused Abs	Excuse Note.docx	 	N/A
Oct 17, 2024	Parental Excuse 1	Scan	Upload	Take Photo 
Aug 30, 2024	Excused Abs	No Files		N/A
Aug 29, 2024	Present	No Files		N/A