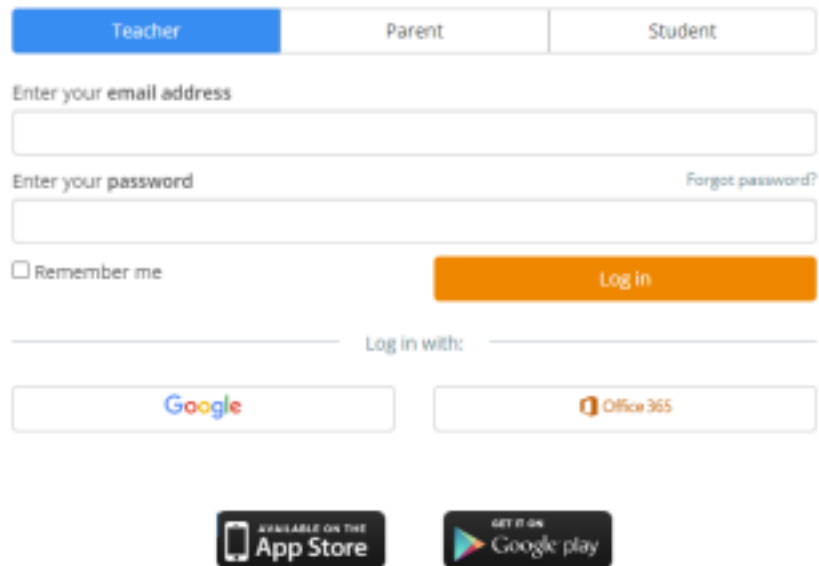


## How to Report an absence on ClassCharts

### Step 1 – Login to ClassCharts

Log in



The login form features three tabs: 'Teacher' (highlighted in blue), 'Parent', and 'Student'. Below the tabs are two input fields: 'Enter your email address' and 'Enter your password'. A 'Forgot password?' link is positioned to the right of the password field. A 'Remember me' checkbox is located to the left of the 'Log in' button, which is orange. Below the 'Log in' button is a 'Log in with:' section containing two buttons: 'Google' and 'Office 365'. At the bottom of the form are two app store icons: 'App Store' and 'Google play'.

Step 2 – Click on the green icon or your son/daughters name.



The profile card for 'Demo Pupil' at 'Ysgol Gyfun Gwent Is Coed' is shown. It includes a green circular icon with the letter 'D'. Below the name, there are two rows of status indicators: 'Homework: To-do (0) Late (0)' and 'Detentions: Pending (7) Not attended (0)'. A logo with four interlocking loops is visible in the top right corner.

Step 3– Scroll left along the icons on the green tab until you reach Report Absence, click on this



icon

Step 4– This screen will show you the history of all reported absences to date. To add a new

absence Click on the orange icon 'Report New Absence'.

Absences

REPORT NEW ABSENCE

Date	Reason for absence	Acknowledged by	Actions
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Step 5 – Select the relevant date on the calendar icon. Explain in detail the reason for your child's absence. Please attach any supporting evidence then select submit.

Date of absence

Reason for absence

For appointment related absences, including medical, dentist, open days and extra-curricular activities - evidence is required. Please attach below.

Attachments

+ ATTACH SUPPORTING EVIDENCE

A maximum of 5 attachments can be uploaded, each up to 250mb in size.

Supported file formats: doc, docx, pdf, xls, xlsx, ppt, pptx, pub, txt, png, jpeg, jpg, gif, rtf, mp3, odt, odp, csv, mp4, mov, m4a, sb3, py

SUBMIT CANCEL

Step 6 – Your absence request will be sent directly to the Attendance Officer to acknowledge. The Attendance Officer will then action as appropriate. If further information is required the school will contact you directly.