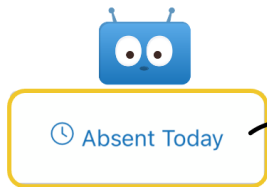
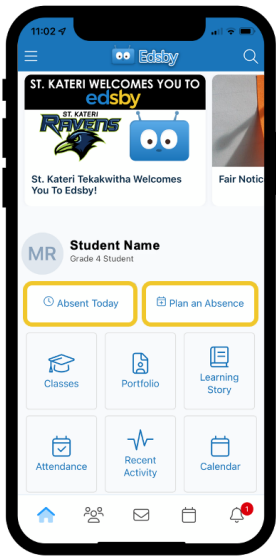
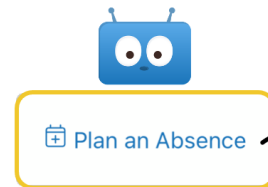


ENTER ABSENCES IN edsby

Enter your child's absence via the Edsby app on your phone/tablet:



FOR A **SINGLE ABSENCE** ON THE **CURRENT DATE**.

A screenshot of the 'Planned Absence' form in the app. The 'Name of Student' field is filled with 'Student Name'. The status is 'will not be attending school today.' The 'Reason' dropdown is set to 'Excused - Medical Appointment'. The 'Comment' field contains 'Orthodontist appointment.' At the bottom are 'Cancel' and 'Send to School Office' buttons.

FOR A **SINGLE OR MULTI-DAY ABSENCE** IN THE **FUTURE**.

A screenshot of the 'Planned Absence' form in the app. The 'Name of Student' field is filled with 'Student Name'. The status is 'will not be attending school'. The 'From' date is '2022-12-12' and the 'Until' date is '2022-12-16'. The 'Reason' dropdown is set to 'Excused - Excused by Parent'. The 'Comment' field contains 'Vacation'. At the bottom are 'Cancel' and 'Send to School Office' buttons.

Or enter your child's absence via rcsd.edsby.com on your computer:

Absent Today

FOR A **SINGLE ABSENCE** ON THE **CURRENT DATE**.

A screenshot of the 'Planned Absence' web form. The 'Name of Student' field is filled with 'Sam Beach'. The status is 'will not be attending school today.' The 'Reason' dropdown is set to 'Excused - Medical Appointment'. The 'Comment' field contains 'Orthodontist Appointment.' At the bottom are 'Cancel' and 'Send to School Office' buttons.

Schedule Absence

FOR A **SINGLE OR MULTI-DAY ABSENCE** IN THE **FUTURE**.

A screenshot of the 'Planned Absence' web form. The 'Name of Student' field is filled with 'Sam Beach'. The status is 'will not be attending school'. The 'From' date is '2022-05-20' and the 'Until' date is '2022-05-23'. The 'Reason' dropdown is set to 'Excused - Excused by Parent'. The 'Comment' field contains 'Vacation'. At the bottom are 'Cancel' and 'Send to School Office' buttons.