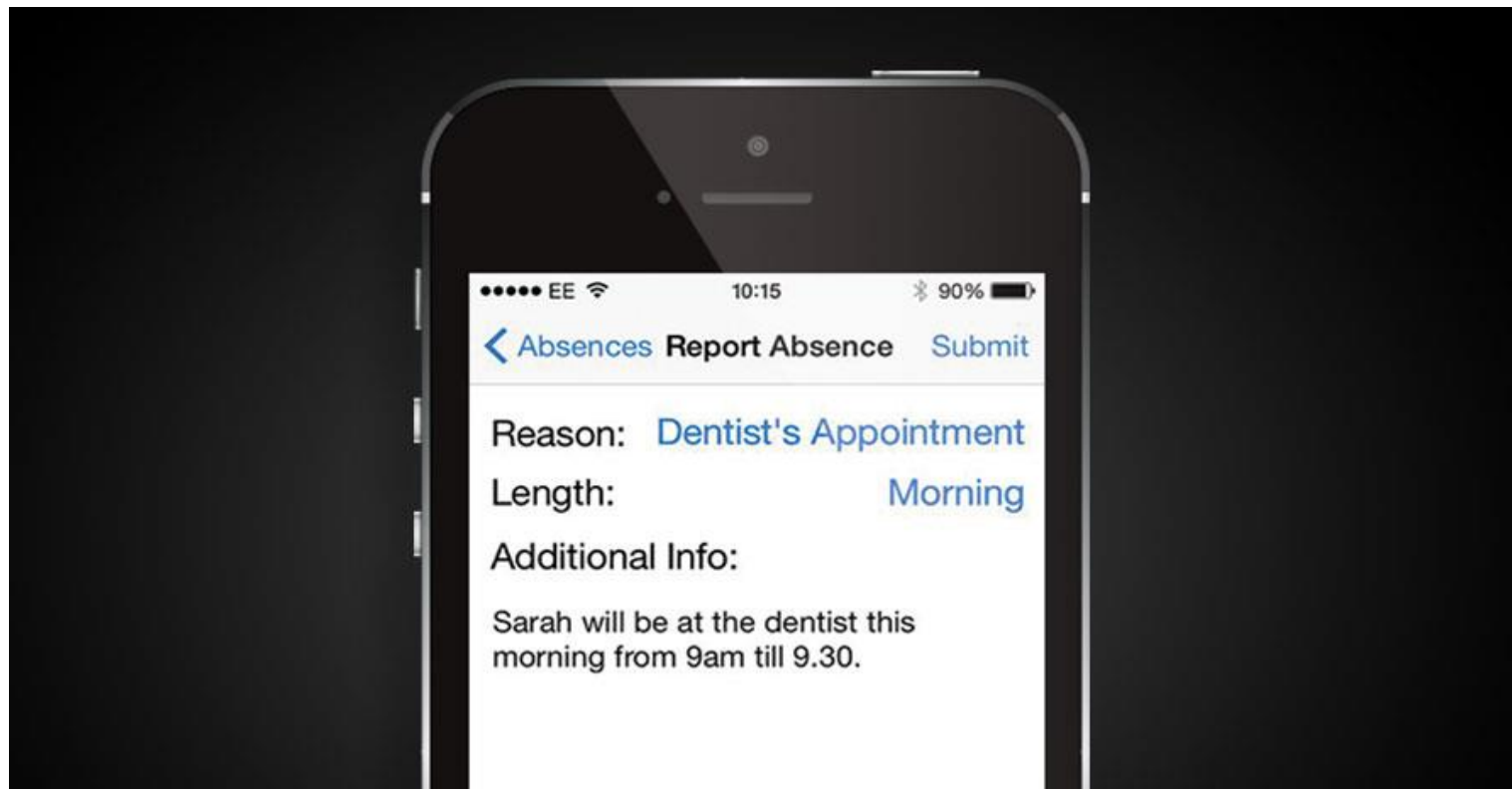
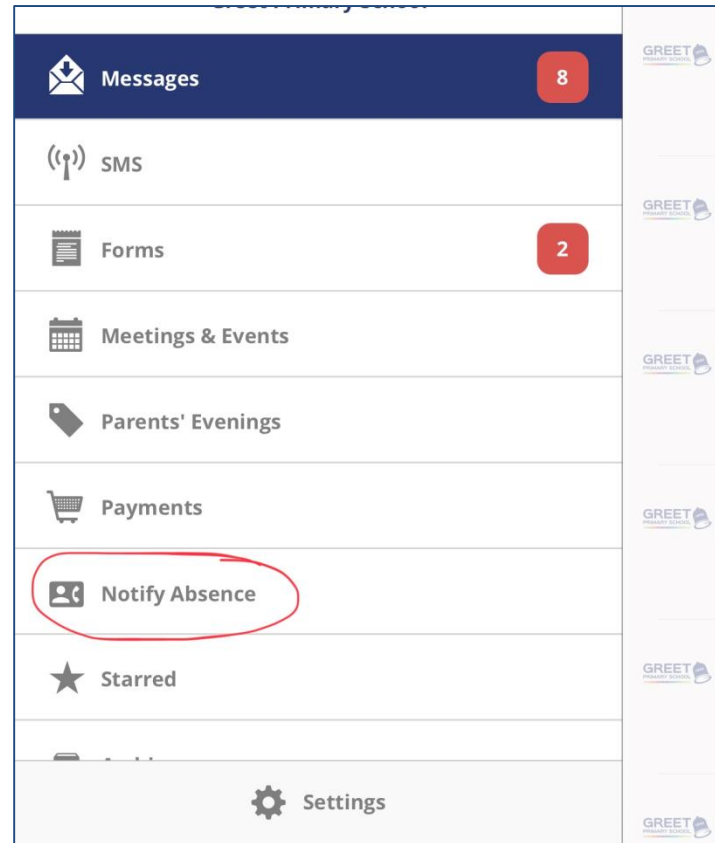


# How to Report an Absence via ParentMail



This is a step by step guide for parents wanting to report an absence via ParentMail using an iOS device.

1. Open the ParentMail app and click on 'Notify Absence'.



2. Select the child/children who will be absent. Click on 'Add'.

3. You will then see the screen below.


[← Absences](#)   **Report Absence**   [Submit](#)

Reason: [Select](#)

Length: [Select](#)

Additional Info:

Enter reason here...

 **Notify Absence**

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Y3 Pupil Greet  
Greet Primary School  
[ABSENCE REPORTING ON](#)

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Reception Pupil Greet  
Greet Primary School  
[ABSENCE REPORTING ON](#)

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Y1 Pupil Greet  
Greet Primary School  
[ABSENCE REPORTING ON](#)

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Y2 Pupil Greet  
Greet Primary School  
[ABSENCE REPORTING ON](#)

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Y4 Pupil Greet  
Greet Primary School  
[ABSENCE REPORTING ON](#)

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Y5 Pupil Greet  
Greet Primary School  
[ABSENCE REPORTING ON](#)

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Y6 Pupil Greet  
Greet Primary School  
[ABSENCE REPORTING ON](#)

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Nursery Pupil Greet  
Greet Primary School  
[ABSENCE REPORTING ON](#)

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3. Select an option from the drop-down menu for 'Reason'. You have various options to choose from, however, if the reason is not listed you must click 'Other' and type in the reason.

Select Absence Type
Doctor's Appointment
Dentist's Appointment
Sickness
Injury
Bereavement
Other

4. Once you have chosen the reason please select the 'Length' of the absence and complete any other details on the screen. Then press 'Submit'.

Select Absence Length
Morning
Afternoon
One Day
Two Days
Three Days
Four Days
One Week
More than a Week

5. Congratulations! You have successfully reported an absence.