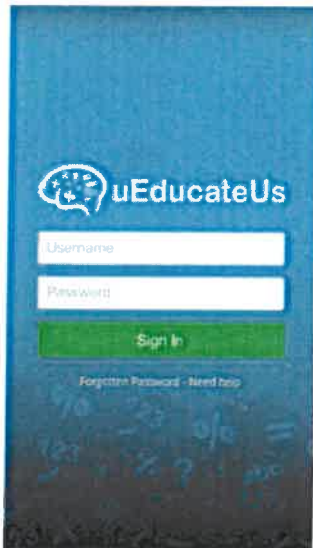


# Phone Student Attendance reporting.

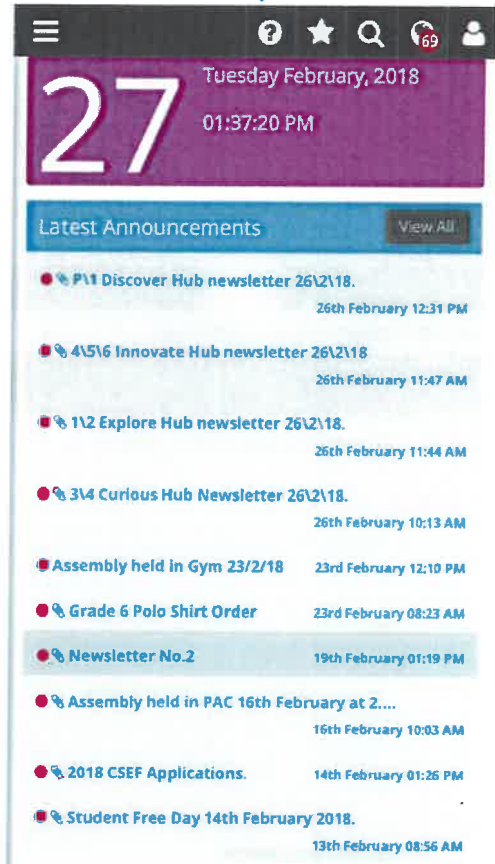
## Step 1

Go into App store and search for uEducateUs and select download



Put in your User Name and Password. Click **Sign In** button. → step 2

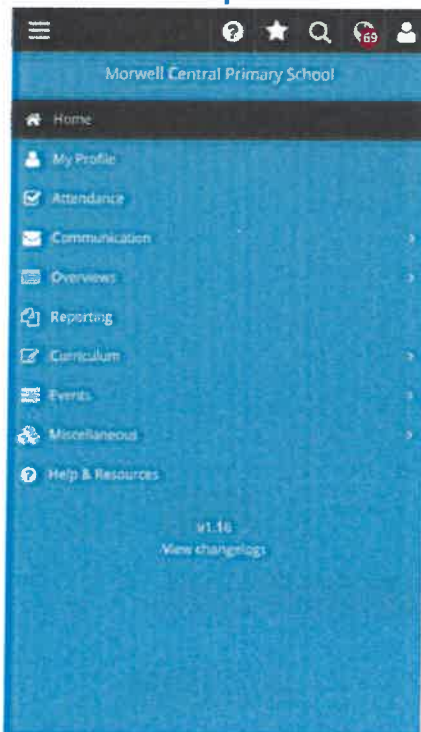
## Step 2



This screen should appear

Click on  → step 3

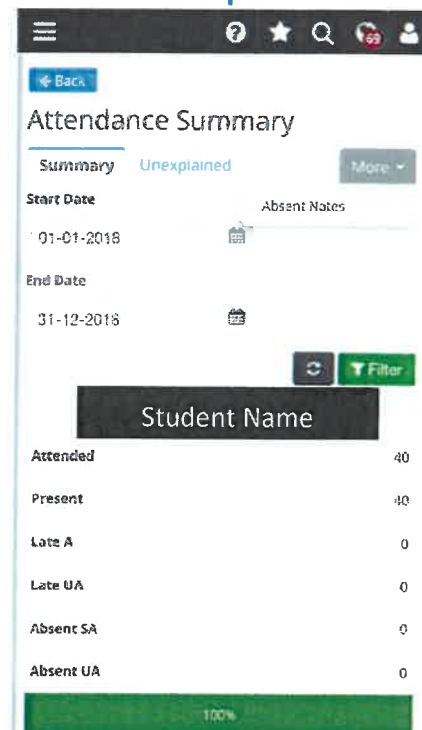
## Step 3



The above will appear.

Click on  (attendance) → step 4

## Step 4



This screen will appear (shows an overview of attendance)

Click on  then Absent Notes → step 5

## Step 5

Summary Unexplained More

The absent notes section can be used to add future and past absent notes for your students/children if they will not be at school.

+ Add Absent Note No filter Filter

Currently Viewing: Current absent notes

Student Name	Type	Dates	Actions
--------------	------	-------	---------

There are no absent notes matching the filters

Click on **+ Add Absent Note** → step 6

## Step 6

Students

Student Name  
Student Name

Type

Select Type

Start Date

27-02-2018

End Date

27-02-2018

Periods

Both  
AM  
PM

Comments

The following will appear select the student/s and date/s and Period/s they will be away. Then → step 7

## Step 7

Absent Note

Students

Student Name  
Student Name

Type

Select Type

Select Type  
Illness  
Holidays  
Medical Appointment

Periods

Both

Done

q w e r t y u i o p  
a s d f g h j k l  
z x c v b n m  
123 space return

You will need to select the Type as to why the student is away → step 8

## Step 8

Both  
AM  
PM

Comments

Save

Go back to : Absent Notes

Back to Top

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You can then add a comment as to why the student/s are away and then click on **Save** and you are done. 😊