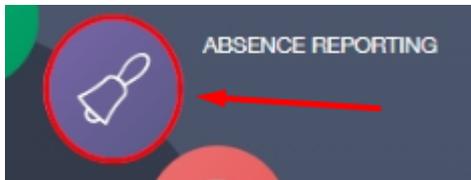


## Reporting Absence using Edulink One

To report an absence firstly log into the Edulink One app or website (<https://www.edulinkone.com/#!/login> and the school code is **smrts**)

Click on the **Absence Reporting** icon.



You must complete an absence report on the day of absence and repeat the report on each day of absence. So, for example, if your child is unable to attend school on a second day, please report this in Edulink on the second day.

Complete the **'from' date and time** for the beginning of the absence and a **'to' date and time** for the end of the absence. If your child is off for the day then put in the end time of the current day (e.g., 3:15pm Monday-Thursday, 2.25pm Friday).

Complete the **Reason for Absence** with reasons for your child's absence.

From \*

To \*

Reason for Absence \*

If required you can attach a document, such as a medical certificate, using the paperclip icon.

When completed, press **Send** to report the absence, or press **Cancel** to delete the absence.

**SEND**

**CANCEL**

To return to the main menu, press the *back arrow* on the **Absence Reporting** icon.

You will be sent an email confirming the details of the absence you have submitted.