

How to submit an absence request on VSware

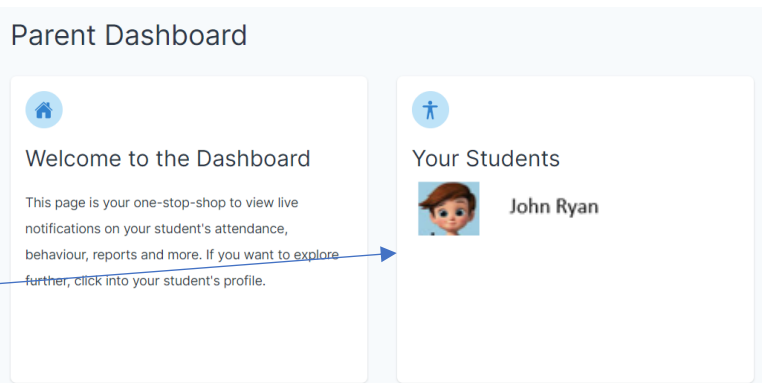


Dear Parents/Guardians

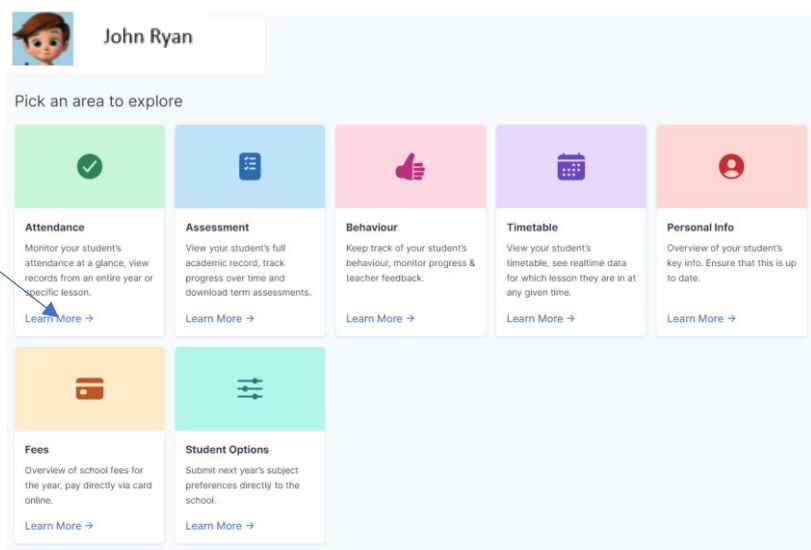
We have added a new feature to our VSware for this year, it's called the *Absence Request Feature* and its really easy to use. Please read through this document for details on how to enter a note for an absence or to enter a note for a future absence (Holiday/Appointment)

- Step 1** Download the App to your Phone, Laptop, or Computer
- Step 2** Get your username from the school. Most will have it already but if you have lost it you will need to contact the school for it
office@salesianscelbridge.com
- Step 3** Reset your password if you need to. See the following document on setting up your account and password.
<https://bit.ly/33Dsdn7>

- Step 4** Log into your account.
This will take you to the parent's dashboard
Click on the profile picture.



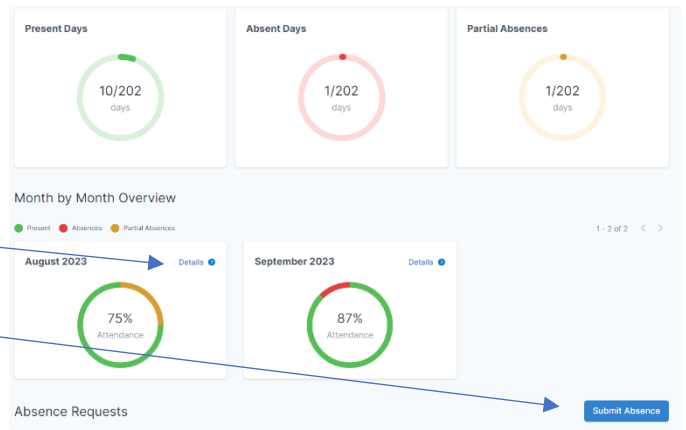
- Click on attendance where you see **learn more**



Step 5

Here you can review a summary of the attendance to date you can see additional information by clicking the blue **Details** tab.

If you want to enter details for an absence click on the submit details tab.



If you want to submit an absence request for a single day then click the highlighted **Single Day** and if you would like to enter a number of days absence then select **Multi Date** Eg *holiday or Extended illness or absence.*

The 'Submit Absence' form includes a close button (X), the title 'Submit Absence', and the subtitle 'Single Day - Full Day'. It features a 'Date of absence' field with a date picker (dd/mm/yyyy), a 'Type of absence' dropdown menu (Select absence type), and a 'Reason for absence' text area with a character count (0 / 150 characters). At the bottom, there are 'Submit' and 'Go Back' buttons.

Fill in the details, date, select the type of absence from the dropdown menu

The 'Submit Absence' dialog box prompts the user to 'Please select the absence type below'. It offers two options: 'Single Day' and 'Multi Date', each with a blue checkmark icon.

A close-up of the 'Type of absence' dropdown menu. The options listed are: Select absence type, Excused Late, Family Reasons, Holiday, Illness, and Other. The 'Other' option is currently selected and highlighted in blue.

The 'Reason for absence' section includes a text area with the placeholder 'Enter reason for absence.' and a character count of '0 / 150 characters'.



Please do not fill in a detailed account in the reasons for absence section. Notes like "Out due to illness", "Family Holiday" "Driving test" will suffice.

If a more detailed account is needed please contact the school and speak with the Yearhead

Partial day absence

If your son is late for school you can select [Partial Day](#) and enter the details as before. This time you enter a start time and finish time for the absence, useful when: "The car breaks down" "Bus doesn't arrive on time" etc

Select [Excused Late](#) in this case from the dropdown menu as the absence was unavoidable.

The form is titled "Submit Absence" and "Single Day - Partial Day". It includes the following fields:

- Date of absence: A text input field with a calendar icon and the placeholder "dd/mm/yyyy".
- Time of absence: Two time selection fields, each with a clock icon and a "--:--" placeholder.
- Type of absence: A dropdown menu with "Select absence type" as the current selection.
- Reason for absence: A text area with the instruction "Please keep your reason short and avoid personal details" and a placeholder "Enter reason for absence.". A character count "0 / 150 characters" is shown at the bottom.

Notes Outstanding

If there are outstanding [Unexplained Absences](#) on your account they will appear on your dashboard as shown below and they all need to be cleared. Click on the word [here](#) to get details. You must enter a reason explaining why your son was marked Unexplained Absent from school or class.

The "Overview" section shows two notification cards:

- A blue card with an information icon: "1 Late. There has been 1 reported late this academic year." with a close button (X).
- A red card with an error icon: "3 Unexplained Absences. Please explain the reason for absence [here](#)." with a close button (X).

If your son has missed a number of days or classes or has been marked **Unexplained Absent** for any reason, then your dashboard will show all the instances listed as shown here.

Click Select, and submit an absence request for each one.

The form is titled "Submit Absence" and includes a close button (X). The text reads: "Please select the unexplained absence from below for **John**".

Below the text are three rows, each representing an unexplained absence:

- Row 1: A blue circle with an exclamation mark, followed by "Unexplained Absen...", "9/5/2023", and a "Select >" button.
- Row 2: A blue circle with an exclamation mark, followed by "Unexplained Absen...", "9/6/2023", and a "Select >" button.
- Row 3: A blue circle with an exclamation mark, followed by "Unexplained Absen...", "9/7/2023", and a "Select >" button.

You will receive the following confirmation that your request has been submitted.

Thank you!

Your absence request has been sent to the school and is being processed.

The Form Teacher will approve your absence request in Form Class and the system will update your account and the note will display as shown below.












Time	Roll Call / Subject	Took Attendance	Mark	Note
08:49:00	AM	MK	Excused Late	John was late for school today as he had an early dental appointment.
08:45:00	Tutorial	MK	Excused Late	John was late for school today as he had an early dental appointment.



DOs



DON'Ts

-  If your son is out for a week, don't submit the requests day by day as we will have to approve them day by day. Block him out using the multiple day feature.
-  Contact the school and inform us that you want your son out of school and we will approve your note and inform your son that he will be collected. Eg *late appointment cancellation*
-  Check your account on a regular basis and look over the recorded attendance.
-  Make sure to activate push notifications on your phone for VSware so we can send you information on school activities.
-  Contact me at the school if you have any difficulties with accessing your account
office@salesianscelbridge.com
mkerins@salesianscelbridge.com
-  Don't give your login details to your son, he will be able to write his own notes. (*The modern-day version of a forged note*)
-  Don't provide lots of information in the text box, we don't need a detailed reason. If you think we need to know more, give us a call.
-  Don't put any sensitive information in the text box either.
-  Don't let the Unexplained Absences build up and end up making 5/6 requests at the same time.

Use the following link from VSware if you need any further information it contains all you will ever need to know about using the VSware Information System

<https://support.vsware.ie/en/guides-for-parents>