

How to authorise/resolve a student's absence:

If a student has been marked absent but was legitimately doing another education activity (eg in library)

- 1 Look up the student in the SIP Panel
- 2 Click on **Add solution**
- 3 Put in the **time - type** (educational activity), **authorised by** your name, **relationship** (teacher) and **details** then save.

CANCEL
Resolve attendance
SAVE

Student Marill, Lucas

Date Thursday, 24th November 2016

Time 14:46 31 to 15:20 31

Type Educational activity [icon]

Authorised by Petra Stene

Relationship Teacher [icon]

Form [icon]

Brief details In Cooking

11/2016
31



Lucas Marill
b. 19 Nov 1999; 17y 0m
Male
2362
// 23336787

Marill, Lucas

11 11.3 TAUR 1

One week [v]

Print follow up [icon]

Linear view [icon]

Period overlay [icon]

All day [icon]

DATE	F	P1	P2	P3	P4	P5
Th 17/11/16	✓	✓	✓	✓	✓	✓
Fr 18/11/16	✓	✓	✗	✗	✓	✓
Mo 21/11/16	✓	✓	✓	✓	✓	✓
Tu 22/11/16	✓	✓	✓	✓	✓	✓
We 23/11/16	✓	✓	✓	✓	✓	✓
Th 24/11/16	✓	✓	✓	✗	✓	✓
Mo 12/12/16	N/A	N/A	N/A	N/A	N/A	N/A
Tu 13/12/16	N/A	N/A	N/A	N/A	N/A	N/A
We 14/12/16	N/A	N/A	N/A	N/A	N/A	N/A
Th 15/12/16	N/A	N/A	N/A	N/A	N/A	N/A

+ Add solution