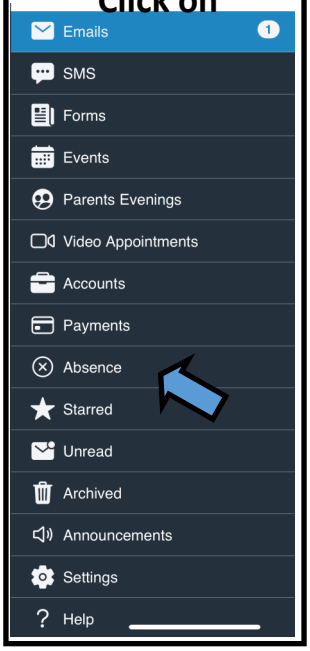
IRIS ParentMail

ABSENCE USER GUIDE

If your child is going to be off school, Please make sure you make the school aware and give a reason why. This can now be done via Parent Mail. Please see the below guide of how to report an absence.

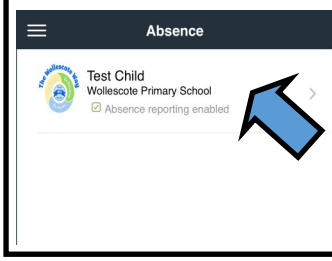
STEP 1

Click on



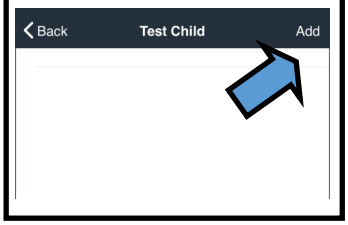
STEP 2

Click on

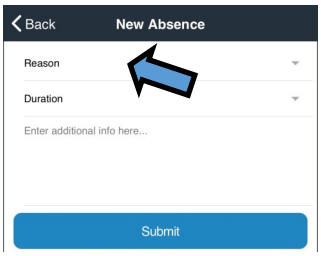


STEP 3

Click 'Add'

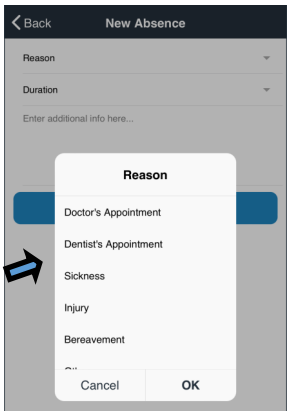


STEP 4



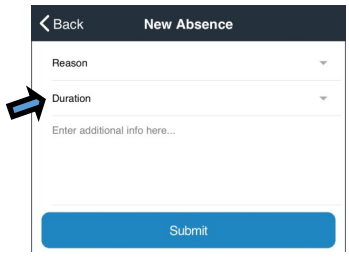
STEP 5

A pull down menu



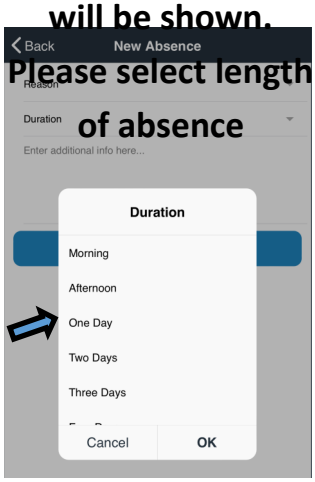
STEP 6

Click 'Duration'



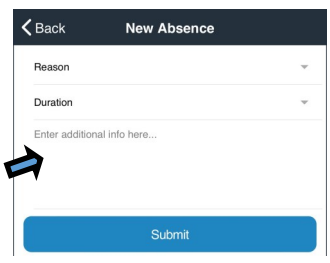
STEP 7

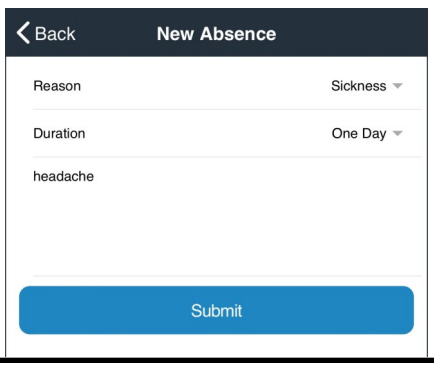
A pull down menu will be shown. Please select length of absence



STEP 8

Type in reason for



STEP 9

Complete and