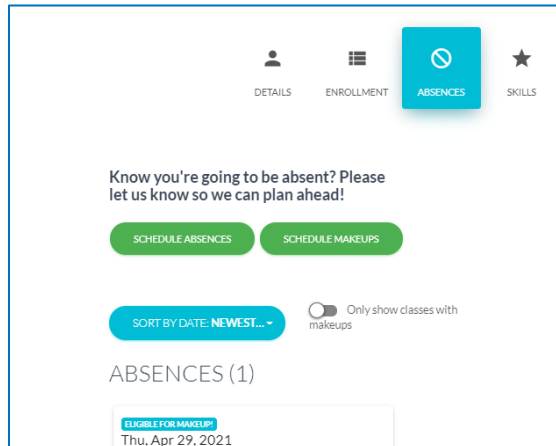


Absences and Makeups

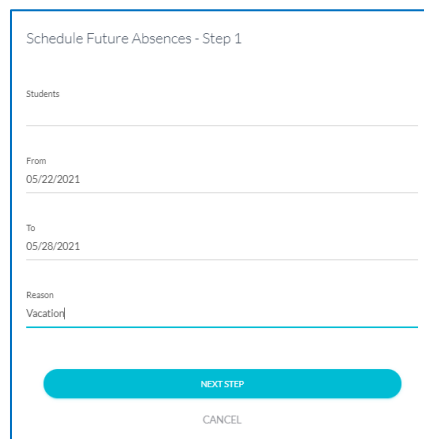
Submitting an Absence

1. Log in to your Parent Portal.
2. Select the child and choose Absences.
3. Choose the Schedule Absences Button.



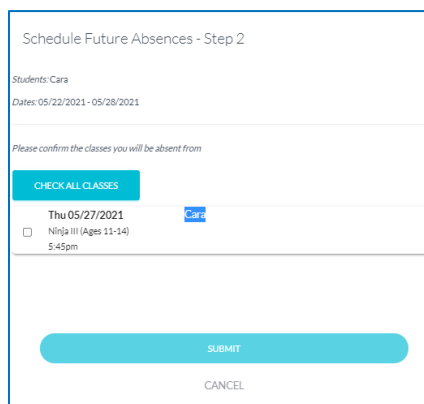
The screenshot shows the 'Absences' page in a parent portal. At the top, there are navigation tabs: 'DETAILS', 'ENROLLMENT', 'ABSENCES' (which is highlighted in blue), and 'SKILLS'. Below the tabs, a message reads: 'Know you're going to be absent? Please let us know so we can plan ahead!'. There are two green buttons: 'SCHEDULE ABSENCES' and 'SCHEDULE MAKEUPS'. Below these is a dropdown menu set to 'SORT BY DATE: NEWEST...' and a toggle switch labeled 'Only show classes with makeups'. Underneath, it says 'ABSENCES (1)'. A table shows one entry: 'ELIGIBLE FOR MAKEUP' with the date 'Thu, Apr 29, 2021'.

4. Select the date range From and To.
5. Type in reason, then click Next Step Button



The screenshot shows the 'Schedule Future Absences - Step 1' form. It has a title 'Schedule Future Absences - Step 1'. Below the title, there are input fields for 'Students', 'From' (with the date '05/22/2021'), and 'To' (with the date '05/28/2021'). There is a 'Reason' field with the text 'Vacation|'. At the bottom, there are two buttons: 'NEXT STEP' and 'CANCEL'.

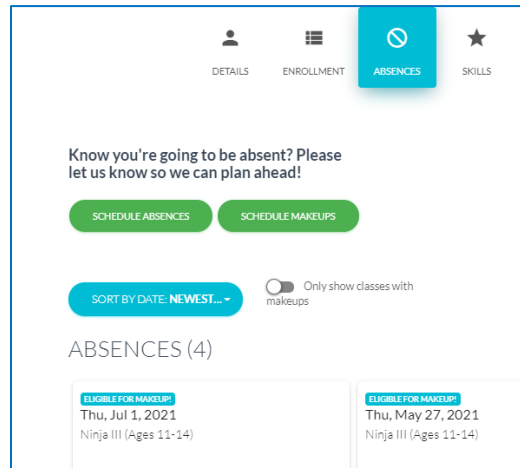
6. Select any classes that will be missed.
7. Click Submit.



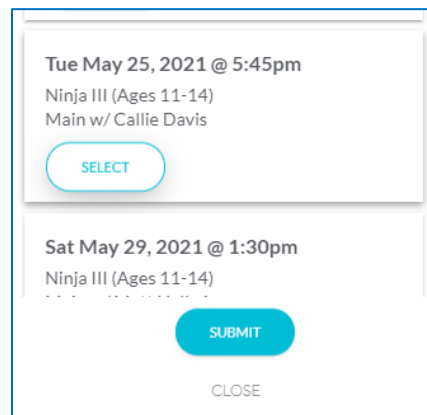
The screenshot shows the 'Schedule Future Absences - Step 2' form. It has a title 'Schedule Future Absences - Step 2'. Below the title, it shows 'Students: Cara' and 'Dates: 05/22/2021 - 05/28/2021'. A message reads: 'Please confirm the classes you will be absent from'. There is a 'CHECK ALL CLASSES' button. Below that, there is a table with one row: 'Thu 05/27/2021' with a checkbox, 'Ninja III (Ages 11-14)' with a dropdown menu showing 'Cara', and '5:45pm'. At the bottom, there are two buttons: 'SUBMIT' and 'CANCEL'.

Scheduling a Makeup

1. View the Child.
2. Select Absences and Click the Schedule Makeups Button.



3. Click the View Schedule Impacts Button.
4. Click Schedule Makeup.
5. Choose a makeup class from the provided list of choices.
6. Click Submit.



7. Click Select and then Submit.