# Attendance Instructions for Parents/Guardians

Planning Absences on the Mobile App:

1. In your Edsby App, scroll down to the student that is or will be absent
   a. Click "Absent Today" to report a same day absence
   b. Click "Plan an Absence" for a future absence

2. Fill out the information regarding the absence

3. Please select the reason from the list provided

4. Click on the "Send to School Office" button to submit the absence.
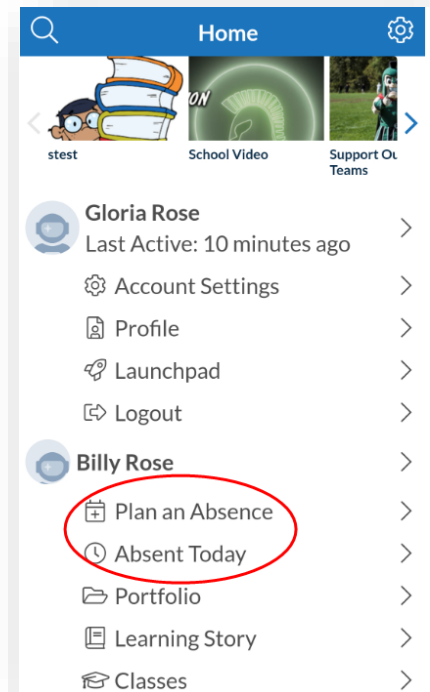
Planning Absences on a computer:

1. Login to Edsby

2. On the right hand side of the screen you will see two options
   a. Click "Absent Today" to report a same day absence
   b. Click "Schedule Absence" for a future absence

3. A new window will pop-up. Fill out the information regarding the absence

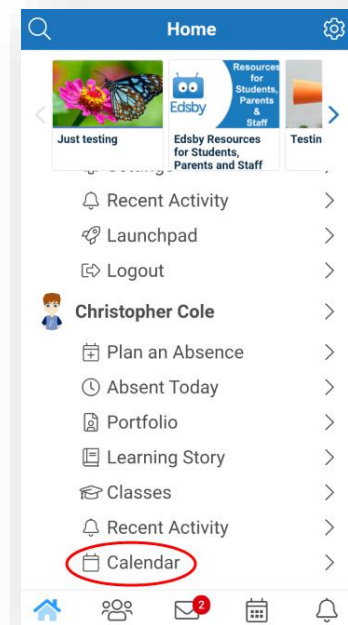4. Please select the reason from the list provided

5. Click on the "Send to School Office" button to submit the absence.
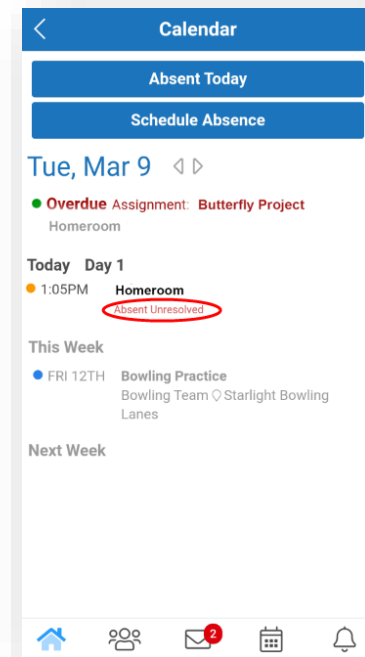
Viewing Attendance on the Mobile App:

1. In your Edsby App, scroll down to a student and click **Calendar**
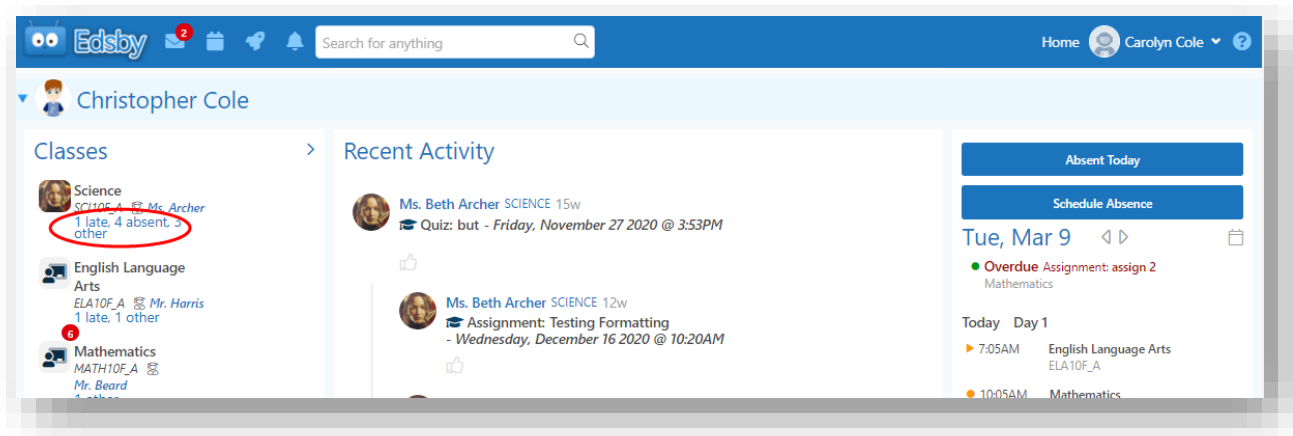
2. View absences, lates and presents as they are submitted by the teacher!

Viewing Attendance on a computer:

1. Scroll down to a student and click attendance information under a certain class.

2. View Attendance History for that class using the filters on the left to drill down.

3. Scroll down to a student and click the **Overall** attendance information.

4. View the data and statistics