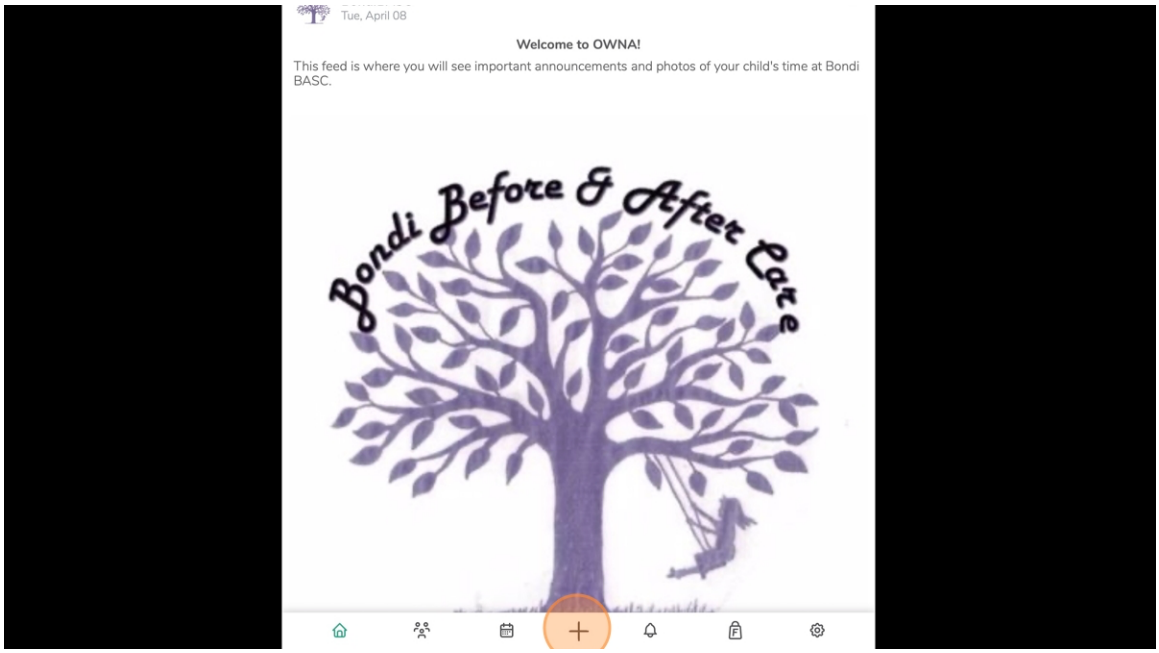
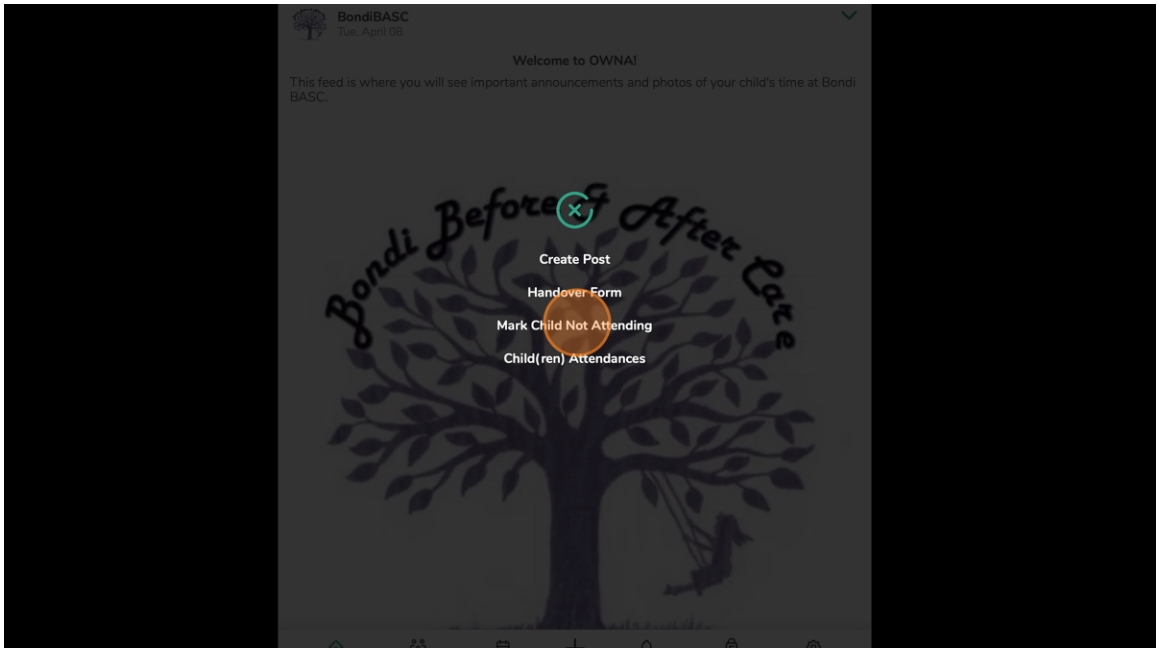
Mark Child Absent

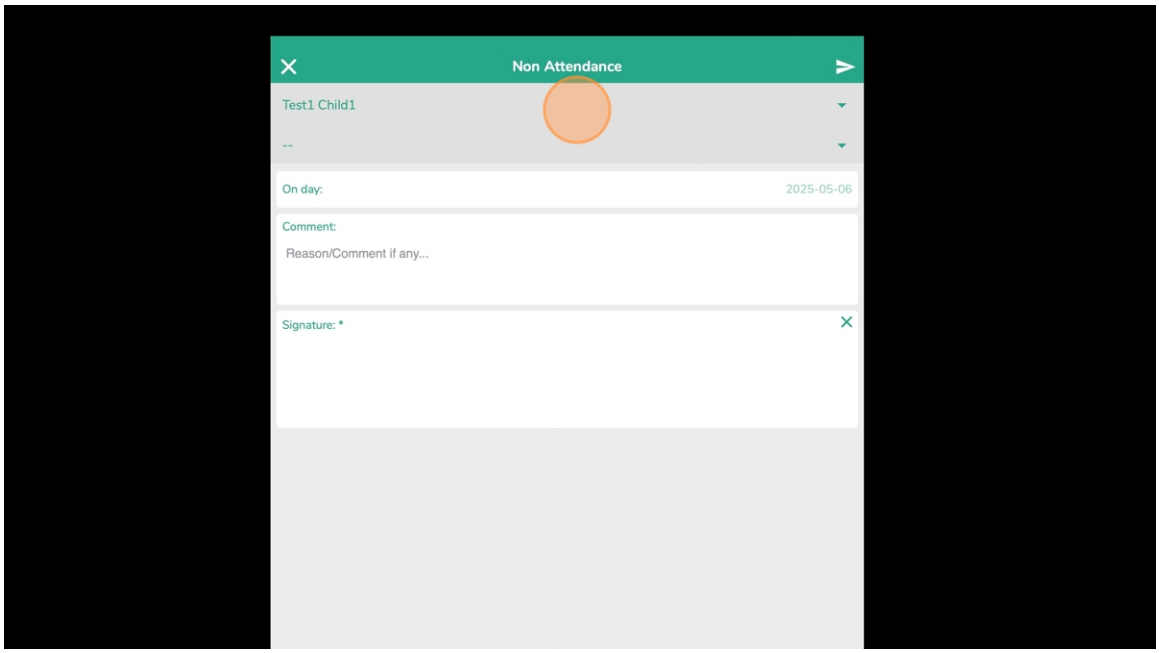
1. Click the plus button



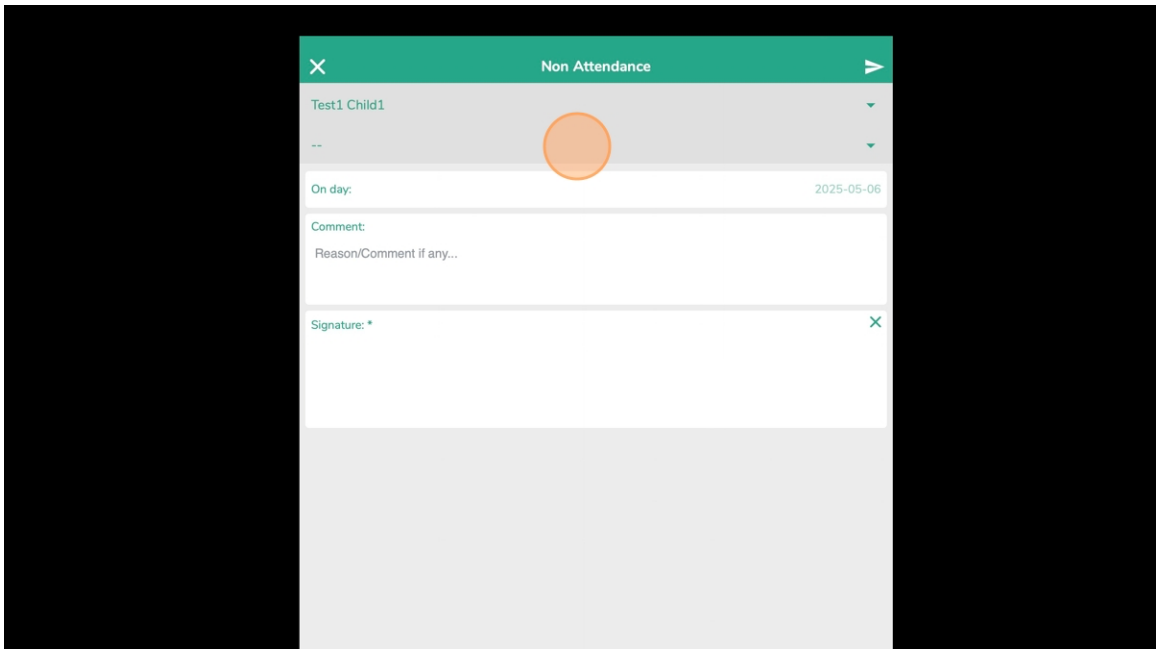
2. Click 'Mark Child Not Attending



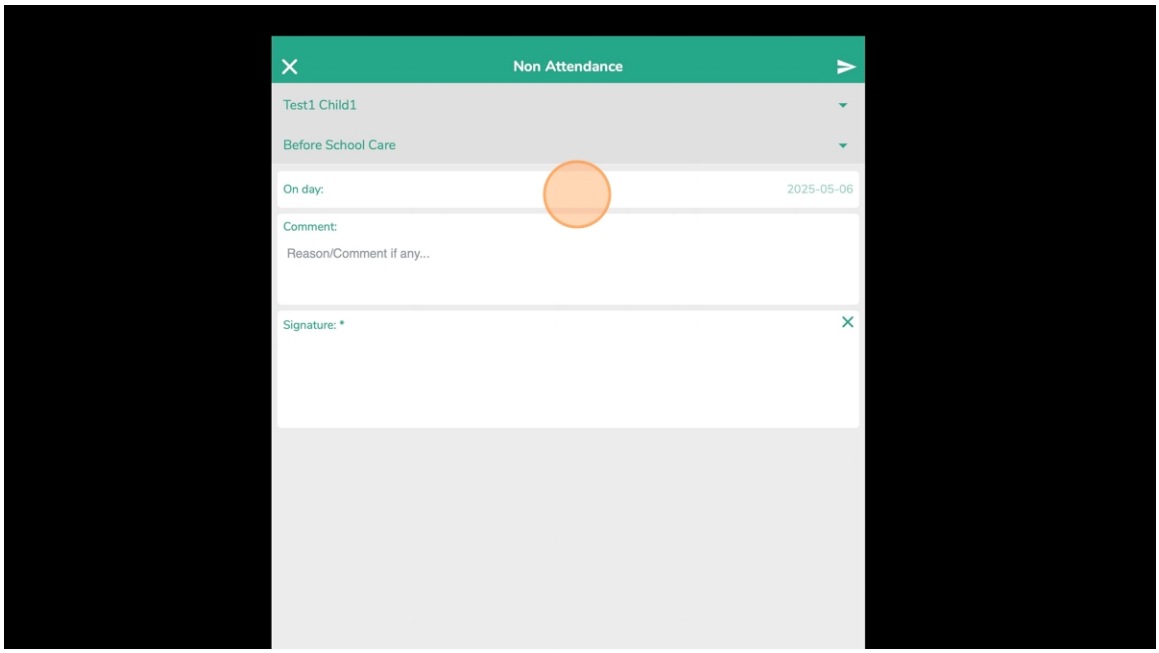
3. Select the child.



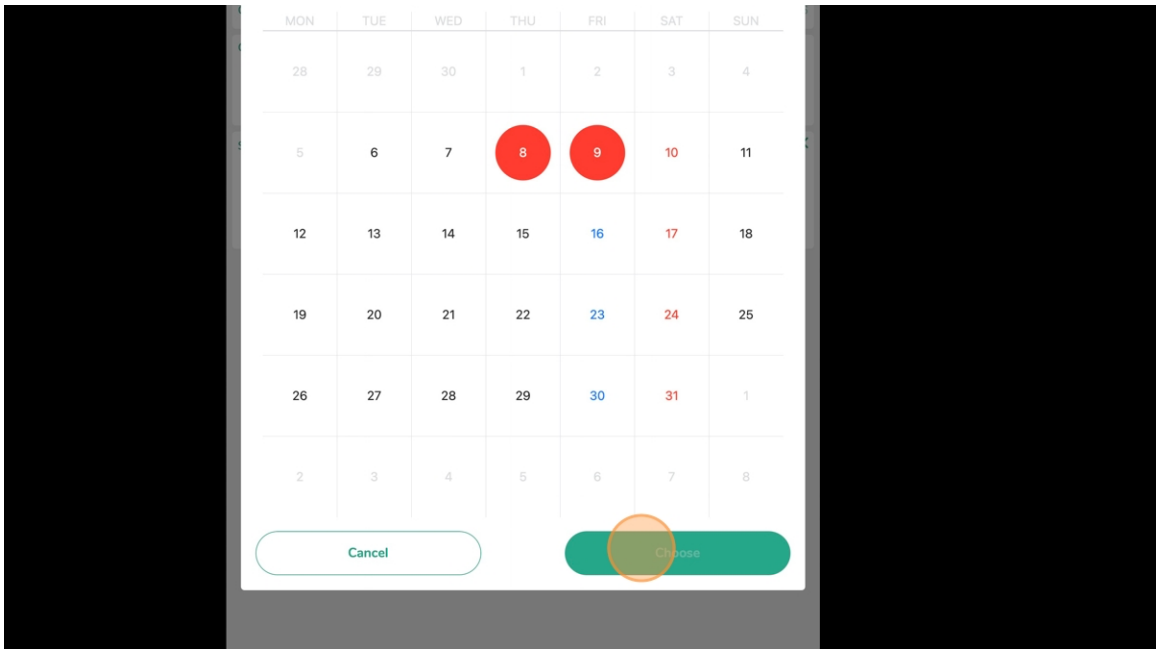
4. Select the roll.



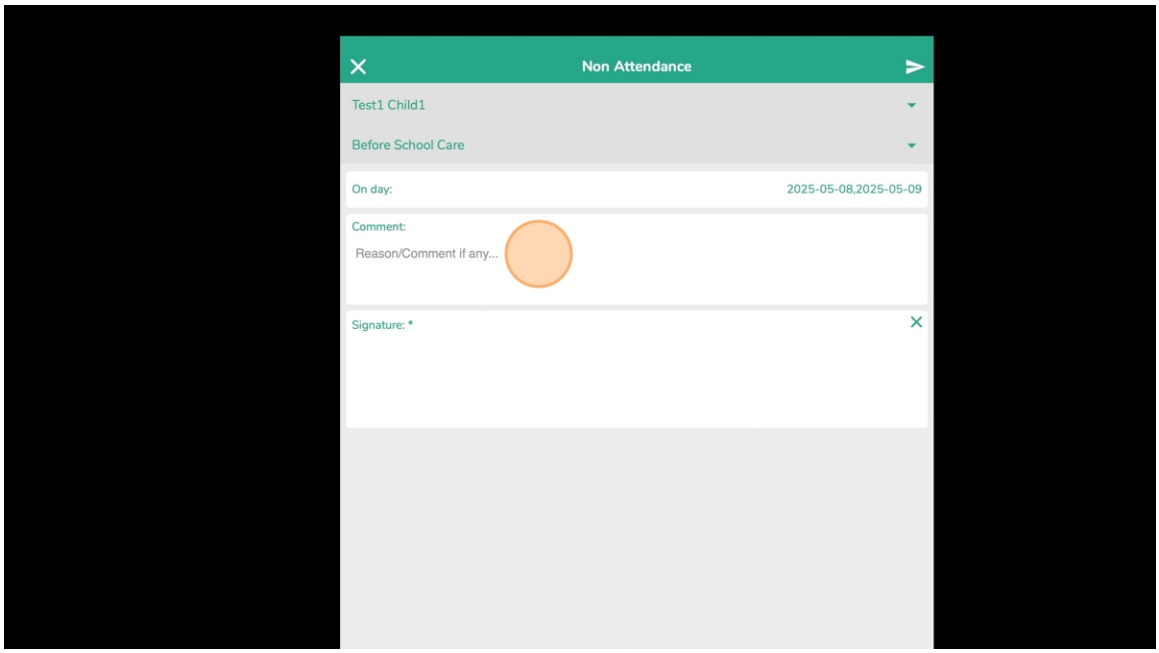
5. Select the dates (you can select multiple)



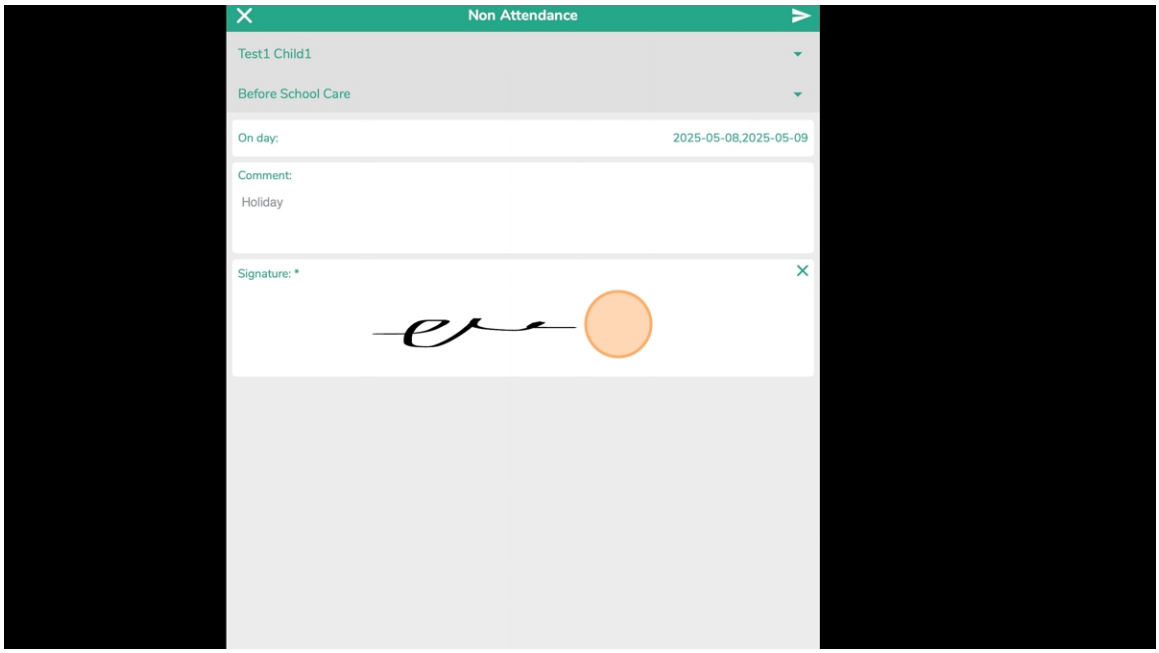
6. Select 'Choose' once each day is selected.



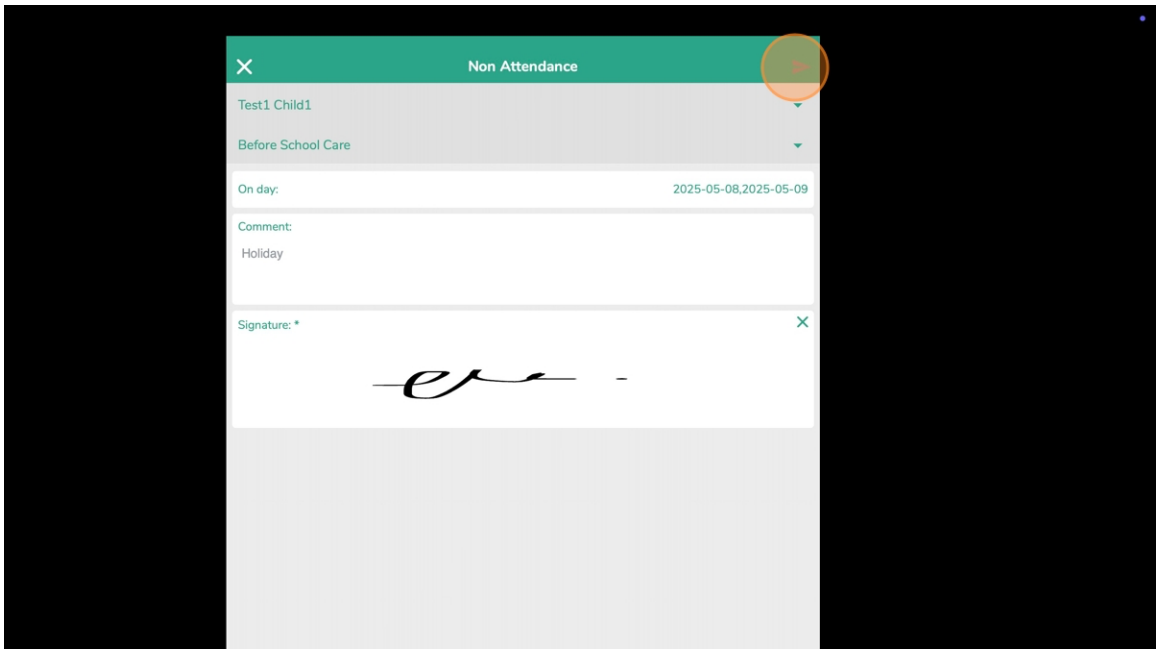
7. Add a reason (optional)



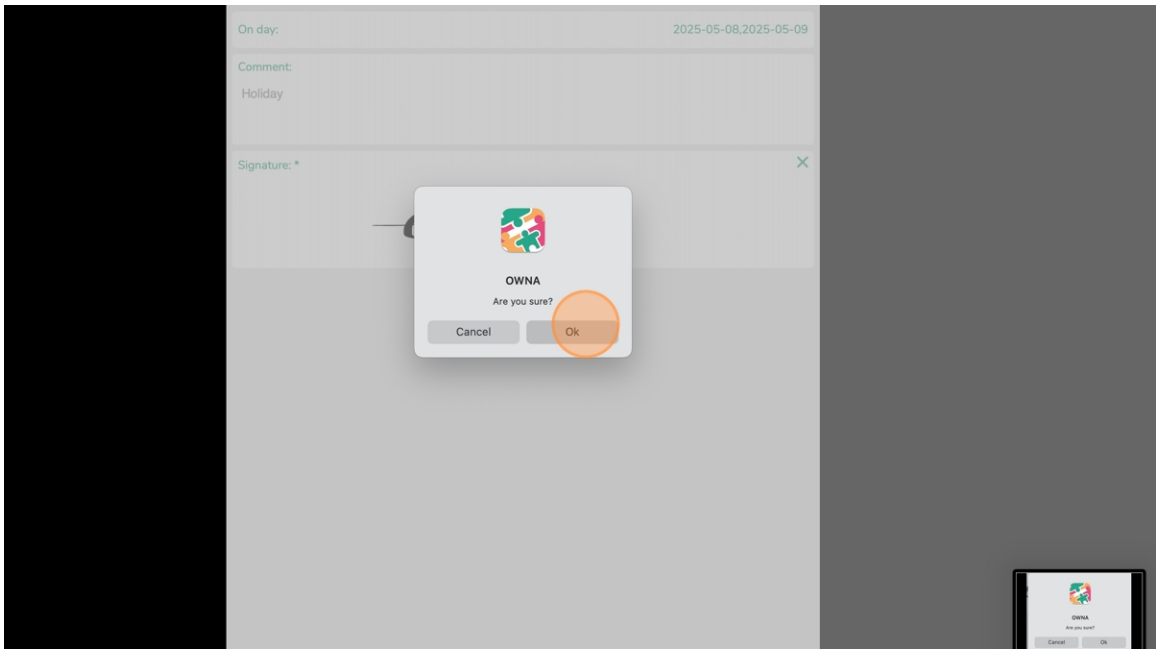
8. Add signature



9. Click the arrow at the top right to submit.



10. Click 'Ok' to confirm.



Make sure you repeat this for each child AND each roll if needed.