iSAMS – Marking Future Absences

This feature can only be used at least a day in advance.

1. Go to the 'Future Absences' tab in the Registration module, and select the Year group of the pupil(s) concerned.

2. Click the box next to the pupil's name. **Note:** multiple pupils can be selected at this point (and subsequently marked absent) if their periods of absence will be identical. Then click 'Mark Selected Pupils Absent'.

3. Click on the days that the pupil(s) will be absent (the days will show in red when selected). If you select the wrong day by accident, click it again and it will revert to white. Once all of the relevant days are selected, click Next.

4. Change the 'Absence Code', and select 'Start' and 'End' times for the absence if appropriate (e.g. for a half-day medical appointment). Finally, click 'Save & Finish'.