

nRoll- create/edit a recurring absence for a student



From the nRoll menu, select Recurring Absence.

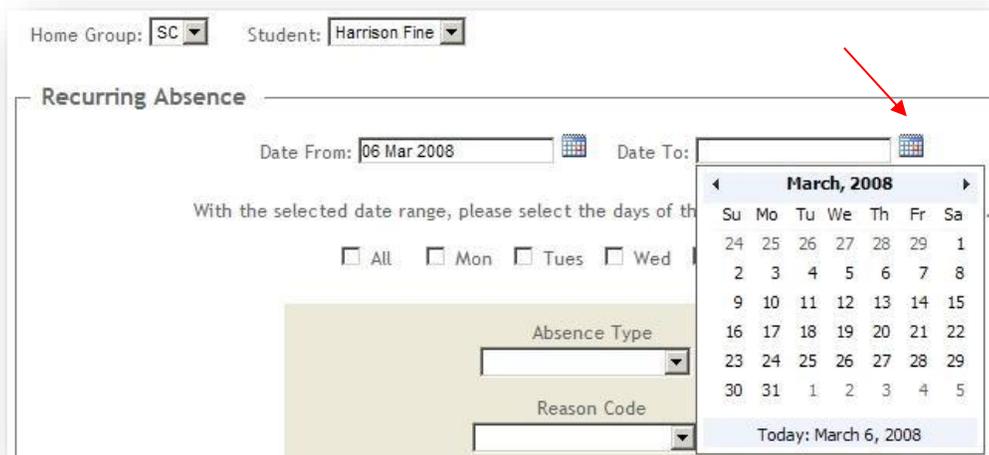


Select the student from the drop down list.

In the Date From field, click on the calendar icon and select the beginning date.



In the Date To field, click on the calendar icon and select the end date.



Select the actual days that the student will be absent

Enter all the relevant details in the corresponding fields related to the recurring absence.

Date From:  Date To: 

With the selected date range, please select the days of the week the student shall be away.

All Mon Tues Wed Thur Fri

Absence Type

Reason Code

Communication Type
 None Given OR

Comment:

Click Save All when completed



A confirmation note will appear to indicate if changes were successful.

Note: Recurring absences only appear on the daily roll page on the actual day of absence.

Also, recurring absences CANNOT be generated for days in the past

Inserted Successfully

Home Group: Student:

Date From	Date To	Command
06 Mar 2008	27 Mar 2008	 

Recurring Absence

Date From:  Date To: 

With the selected date range, please select the days of the week the student shall be away.

All Mon Tues Wed Thur Fri