

From the nRoll menu, select Recurring Absence.

| Home | Modules | <u>nRoll</u> | Reports | nRo | oll Setup |
|--------|-------------|--------------|--------------|------|------------------------|
| | | Marking | The Roll Per | Day | |
| Year | School Terr | Marking | the Roll per | Week | |
| 2011 👻 | Term 1 👻 | Recurrin | g Absence 🚽 | | ruar y 2011 |

Select the student from the drop down list.

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

| urring Absence | | | | | | | / | |
|----------------------|----|-----|-------|-------|-------|-----|----|--|
| Date From: | | | | | | | Da | te To: |
| | • | | Mar | ch, 2 | 008 | | Þ | |
| With the selected of | Su | Мо | Tu | We | Th | Fr | Sa | of the week the student shall be away. |
| | 24 | 25 | 26 | 27 | 28 | 29 | 1 | |
| 2. 6 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | ed i Indr i Ph |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 2 |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| | 30 | 31 | 1 | 2 | 3 | 4 | 5 | |
| | | Tod | av: N | 1arch | 6, 20 | 800 | | T |

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

| Recurring Absence | | | | | | | | |
|--|----|-----|-------|-------|-------|-----|----|----|
| Date From: 06 Mar 2008 Date To: | Ï | | | | | | | |
| N | | | Mar | ch, 2 | 008 | | + | |
| With the selected date range, please select the days of th | Su | Мо | Tu | We | Th | Fr | Sa | 18 |
| | 24 | 25 | 26 | 27 | 28 | 29 | 1 | |
| L ALL L MON L TUES L WED I | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| Absence Type | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| T | 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| Reason Code | 30 | 31 | 1 | 2 | 3 | 4 | 5 | |
| | | Tod | ay: N | 1arch | 6, 20 | 800 | | |

Select the actual days that the student will be absent

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

| ith the sele | cted date ran | ge, please select th | ne days of the | week the stude | nt shall be away |
|--------------|---------------|----------------------------|------------------|----------------|------------------|
| | I Au | Mon Me Tues | Neu I | | |
| | | Absenc | е Туре | | |
| | | Full Day | - | | |
| | | Reasor | n Code | | |
| | | Appointment | | | |
| | | Communic | ation Type | | |
| | | None Given OR | /ritten Note | _ | |
| | | Comn | nent: | | |
| | | Extra tutor Maths and E | ing in nglish | <u>A</u> | |
| | | interne und z | | | |
| | | | | Y. | |

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

| Home Group: Stu | dent: Harrison Fine 🗾 | | | | |
|-----------------|----------------------------------|---------------------------|---------------------------|--|--|
| Date From | | Date To | Command | | |
| 06 Mar 2008 | 27 Mar 2008 | | | | |
| D | ate From: | Date To: | he student shall be away. | | |
| With the | selected date range, please sele | ce are days of are week e | | | |