



# Using the Narraweena PS App to submit an absent note

On the day your child is absent from school:

- Open the Narraweena PS app
- Scroll to the bottom
- Click on 'Digital Forms - General' (under the sections heading)
- In digital forms, select 'Absent Note'
- Complete all details in the 'Absent Note' and submit form

The absent note will be sent directly to the school and forwarded to your child's classroom teacher.

The first screenshot shows the main menu of the Narraweena PS app. The 'Digital Forms - General' option is highlighted with a red box. A red arrow points from this box to the second screenshot.

The second screenshot shows the 'Digital Forms - General' screen. The 'Absent Note' option is highlighted with a red box. A red arrow points from this box to the third screenshot.

The third screenshot shows the 'Absent Note' form. The form contains the following fields:

- Student Full Name \*** (text input field)
- Student Class \*** (text input field)
- Away Start Date \*** (date input field with format dd/mm/yyyy)

At the bottom right of the form, there is a 'Privacy - Terms' link and a circular arrow icon.