**Notifying a school of a future absence**

QParents also allows you to notify the school of a student’s absence for today, or for a known upcoming absence.

Select the link to **Notify of an absence**. Enter the start date and time of the absence. You can enter specific days and times for the absence.

If the absence is all day, you can check the **All day** checkbox.

Enter a reason for the absence and select **Submit**.

An email message will be sent to the school, so that they can update their records.