Reporting Absence on the Studybugs App.

iPhone:

- ✓ Open the app.
- ✓ From the **Studybugs Inbox** screen, tap on the ✎ icon at the top right.
- ✓ If you wish to report an absence due to illness.
    - o Tap on the **Report absence due to illness** button.
    - o Fill in the details of the illness and <u>check</u> the **Tell Millais they're off today** option.
    - o Tap the **Post** button.
- ✓ If you wish to report an upcoming appointment or pre-arranged absence.
    - o Tap on the **Send other message** button.
    - o Provide the details of when and why you child will be absent.
    - o Tap the **Post** button.
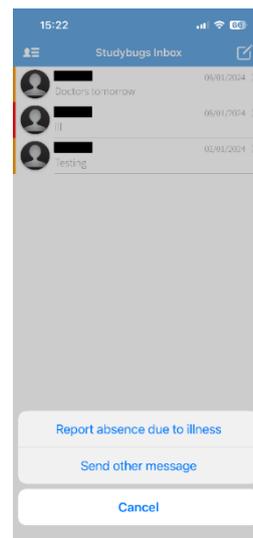
Android:

- ✓ Open the app.
- ✓ From the **Studybugs Inbox** screen, tap on the blue ⊕ icon at the bottom right.
- ✓ If you wish to report an absence due to illness.
    - o Tap on the **Report absence due to illness** button.
    - o Fill in the details of the illness and check the **Tell Millais they're off today** option.
    - o Tap the **Post** button.
- ✓ If you wish to report an upcoming appointment or pre-arranged absence.
    - o Tap on the **Send other message** button.
    - o Provide the details of when and why you child will be absent.
    - o Tap the **Post** button.

Website:

- ✓ Go to www.studybugs.com and select 🔒 **Sign In** on the top right of the screen.
- ✓ If you wish to report an absence due to illness.
    - o Click on **Report Sick**.
    - o Fill in the details of the illness and <u>check</u> the **Tell Millais school they're off today** option.
    - o Click the **Post** button.
- ✓ If you wish to report an upcoming appointment or pre-arranged absence.
    - o Click on **Report Sick**.
    - o Fill in the details of the illness and <u>uncheck</u> the **Tell Millais school they're off today** option.
    - o Tap the **Post** button.