

### **For Parents: How to Report Absence**

1. **Log in** to the MCAS Parent App or Web.
2. Select **Attendance** from the dashboard.
3. Click the **Report an Absence** button.
4. Fill in the details: **Student**, **Date From**, **Date To**, and a **Message** explaining the reason.
5. Use the **Time** checkbox to specify part-day absences (e.g., medical appointments).
6. Add attachments (like doctor notes) if required, up to 20MB.
7. Click **Send**.