

REPORTING ABSENCE:

How to Log an Absence in Arbor{

1. Open the Arbor app and log in using your registered email address and password.
2. Select the menu icon (three lines) in the bottom left-hand corner of the screen.
3. Tap Attendance.
4. Select Log an Absence at the top of the page.
5. Enter the reason for the absence (for example, headache, sickness bug, or tummy ache).
6. Click the green Log Absence button.
7. You will receive a confirmation message once the absence has been successfully submitted.

