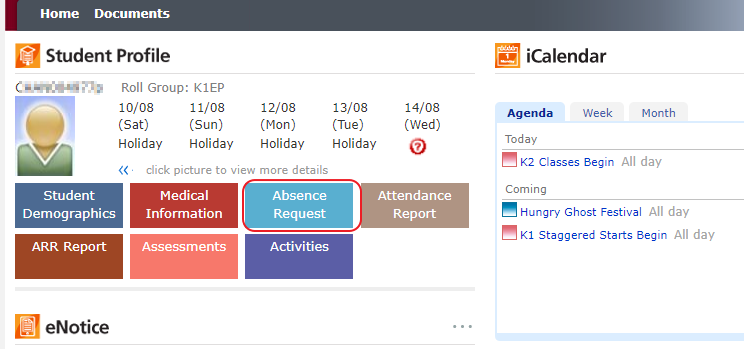
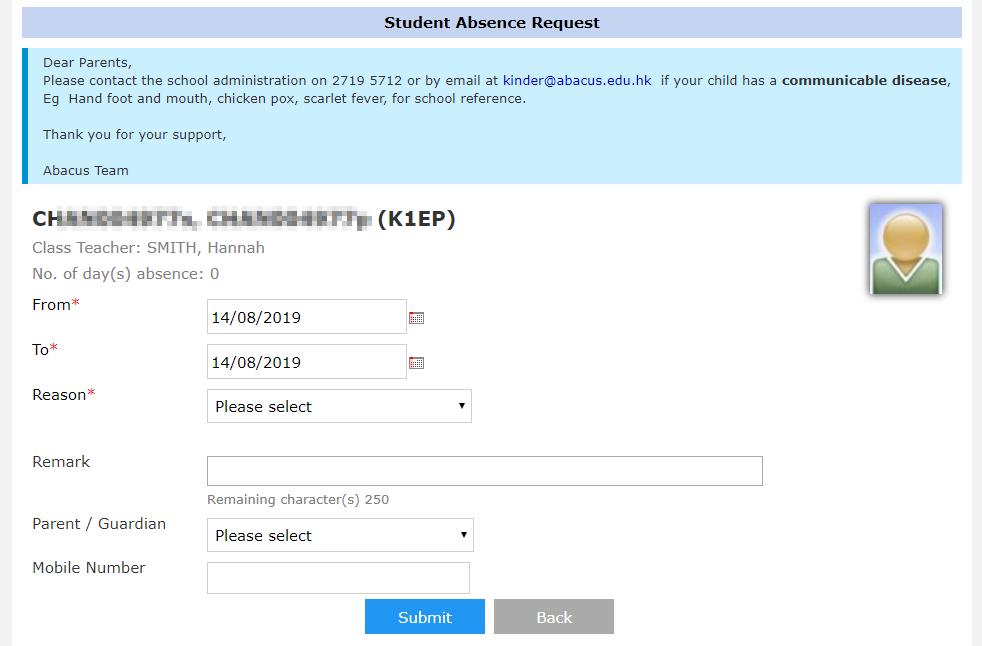
**Submit absence request on Gateway**

Parents may submit absence requests for their child, for example sick leave, other planned leave etc.

* Login Gateway homepage, click on the **Absence Request** button of the child.



* Fill out the form, click the Submit button. There will be a confirmation Email to parents’ registered Email address.



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| NOTE   * Parent may submit absence records for current day or future days * Submitted records are not allowed update, please contact school if you wish to do so |