**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.



|  |
| --- |
| 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
 |