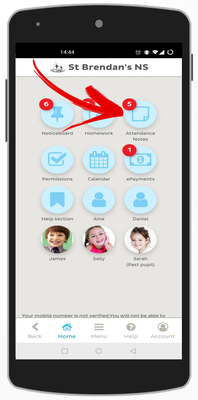
Aladdin Connect

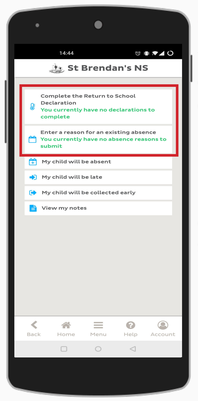
How parents use the Attendance Notes on Aladdin Connect



1. Homescreen

To begin you will need to access the **Attendance notes** section of the app.

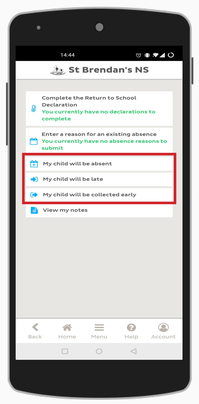
This is done through your app homescreen by tapping on the absence notes section (red arrow).



2. Notes Menu

You will now see a list of all the absent note options available to you.

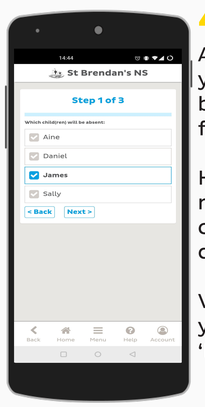
The first two options in this list are to notify you if there is an outstanding absence that needs a note submitted or if the school require you to fill in a Return to School Declaration.



3. Note type

Next you will need to select the type of note you wish to send to the school.

Here you can select to notify the school of an upcoming absence, early leaving or late arrival by tapping the corresponding option in the list.

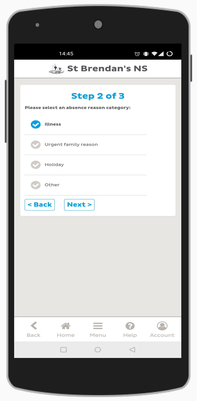


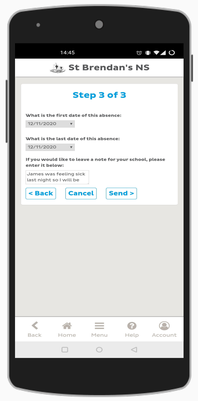
4. Select Child

After you have selected your note type you will be brought to the following page.

Here you will simply need to select which child(ren) this note applies.

When you have made your selection tap 'Next' to continue.



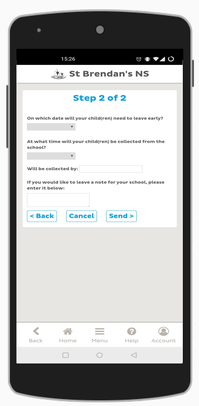


5. Submit Absence

If you choose to submit an **absence reason** to the school there will be two more steps required.

Firstly, you will need to select an absence reason from the list available, for example illness.

Next you will need to submit some details such as a start and end date for the absence. An additional notes box is provided if needed.

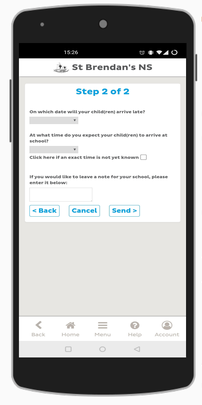


6. Submit Early Leaving

If you select the option to submit an **early leaving** you will be greeted with the following screen.

Here you will need to enter the date and time along with who will collect you child(ren).

A note box is provided if you require any additional information to be sent.

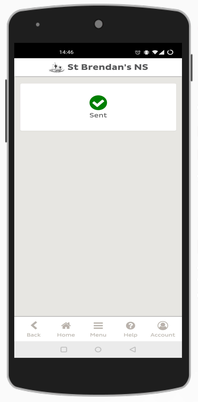


7. Submit Late Arrival

If you select to inform the school of a **late arrival** you will be greeted with this screen.

Here you will need to select a date and the time your child will arrive in the school. If you are unsure the time your child will arrive you can tick the "time is not yet known" box.

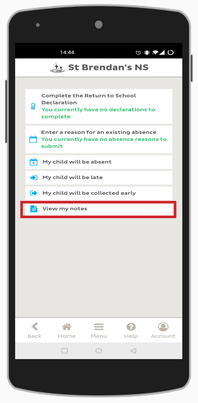
An optional notes box is also available such you need.

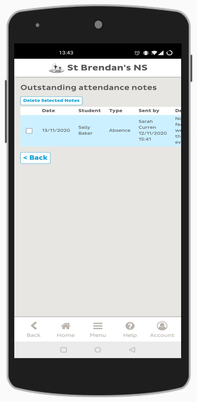


8. Confirmation

Finally you will be greeted with this screen making you aware your message has now been successfully sent.

From here the school will be able to view the note you sent to them well in advance!





9. Review Notes

Once a note has been submitted you can review it by returning to the attendance notes section and selecting "view my notes".

Here you can see any recent note you have sent and also have the option to delete a note if you need.