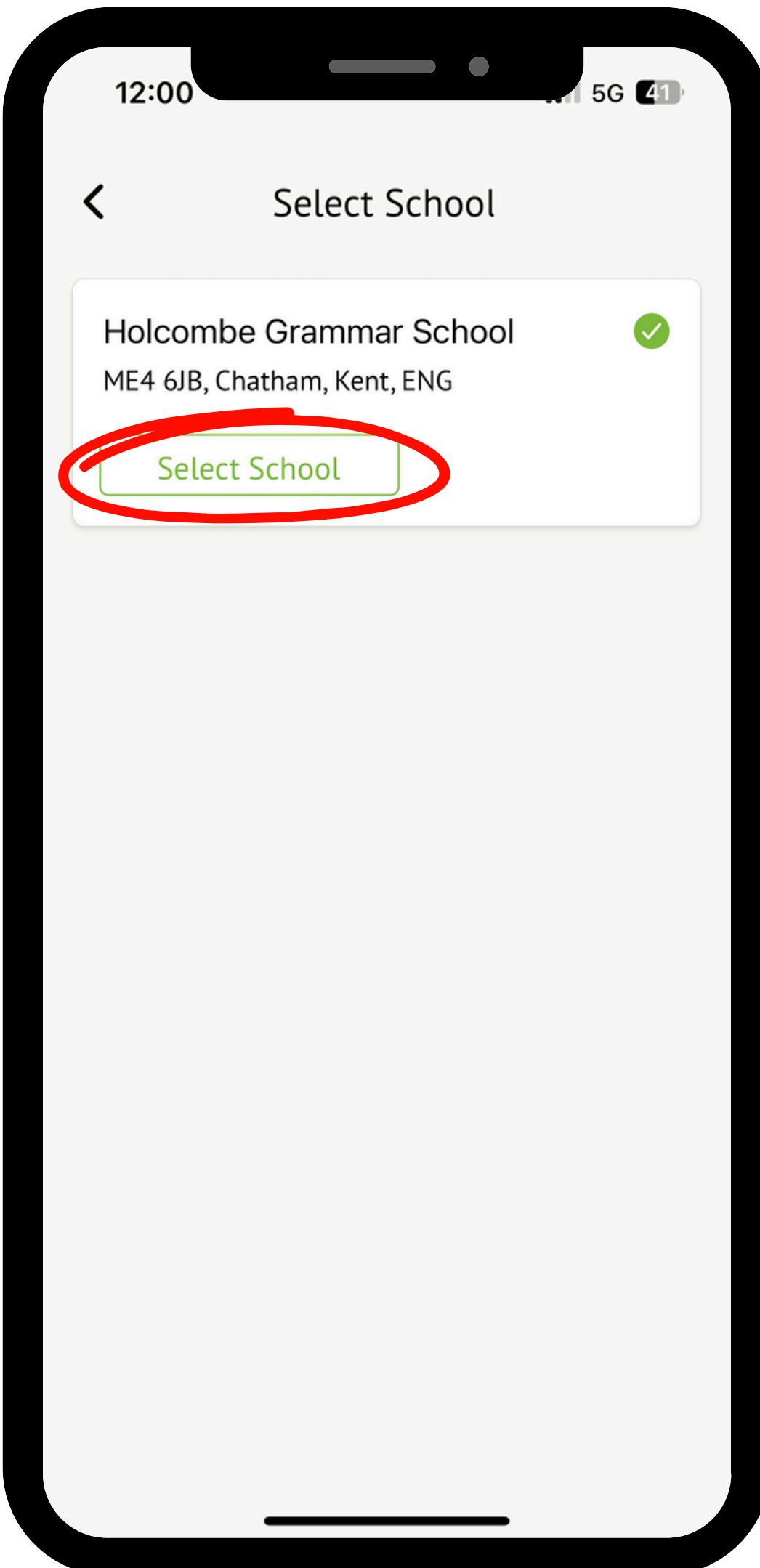


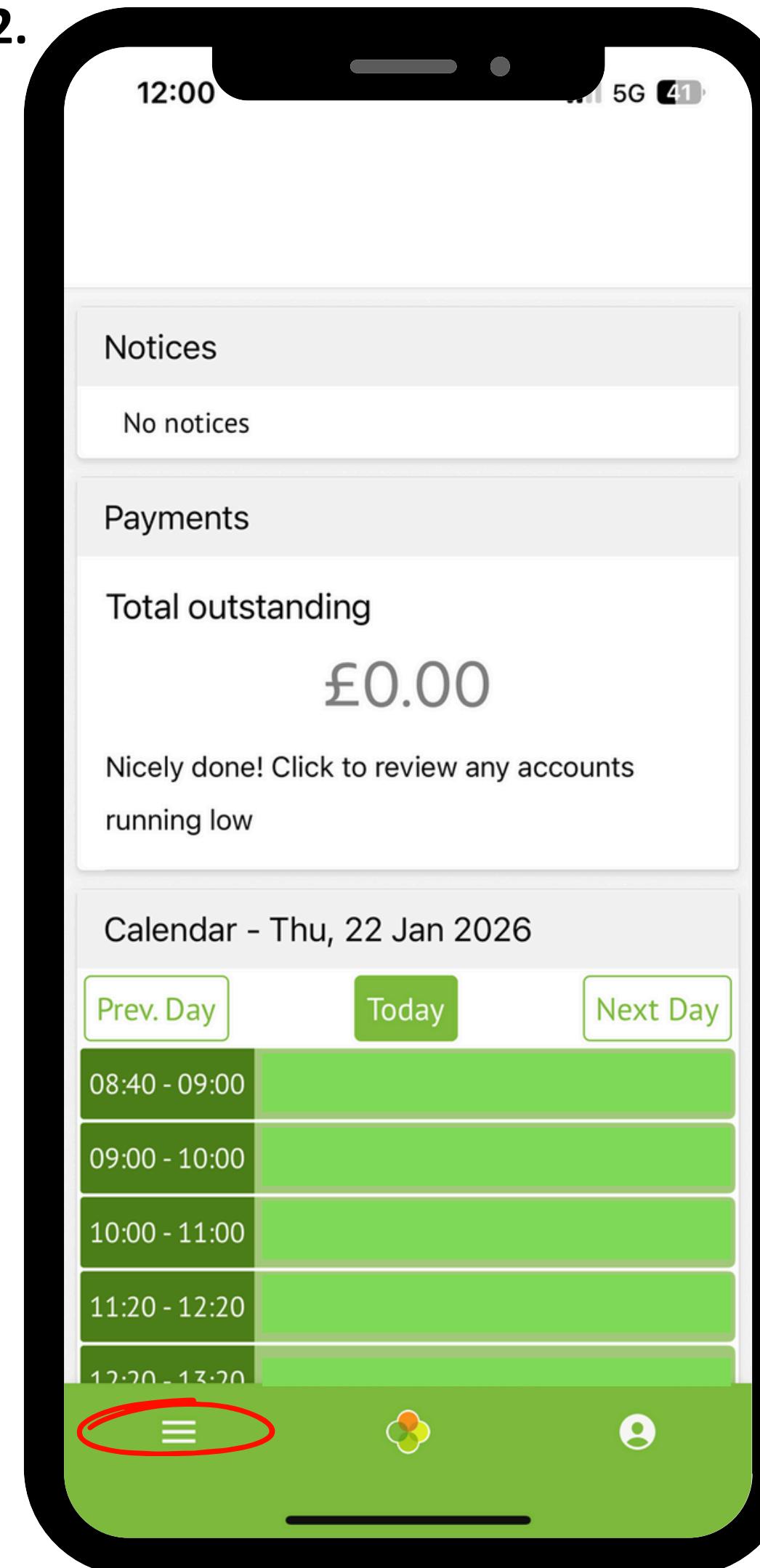
# ARBOR PARENT APP

## HOW TO GUIDE: REPORTING ABSENCE ON ARBOR

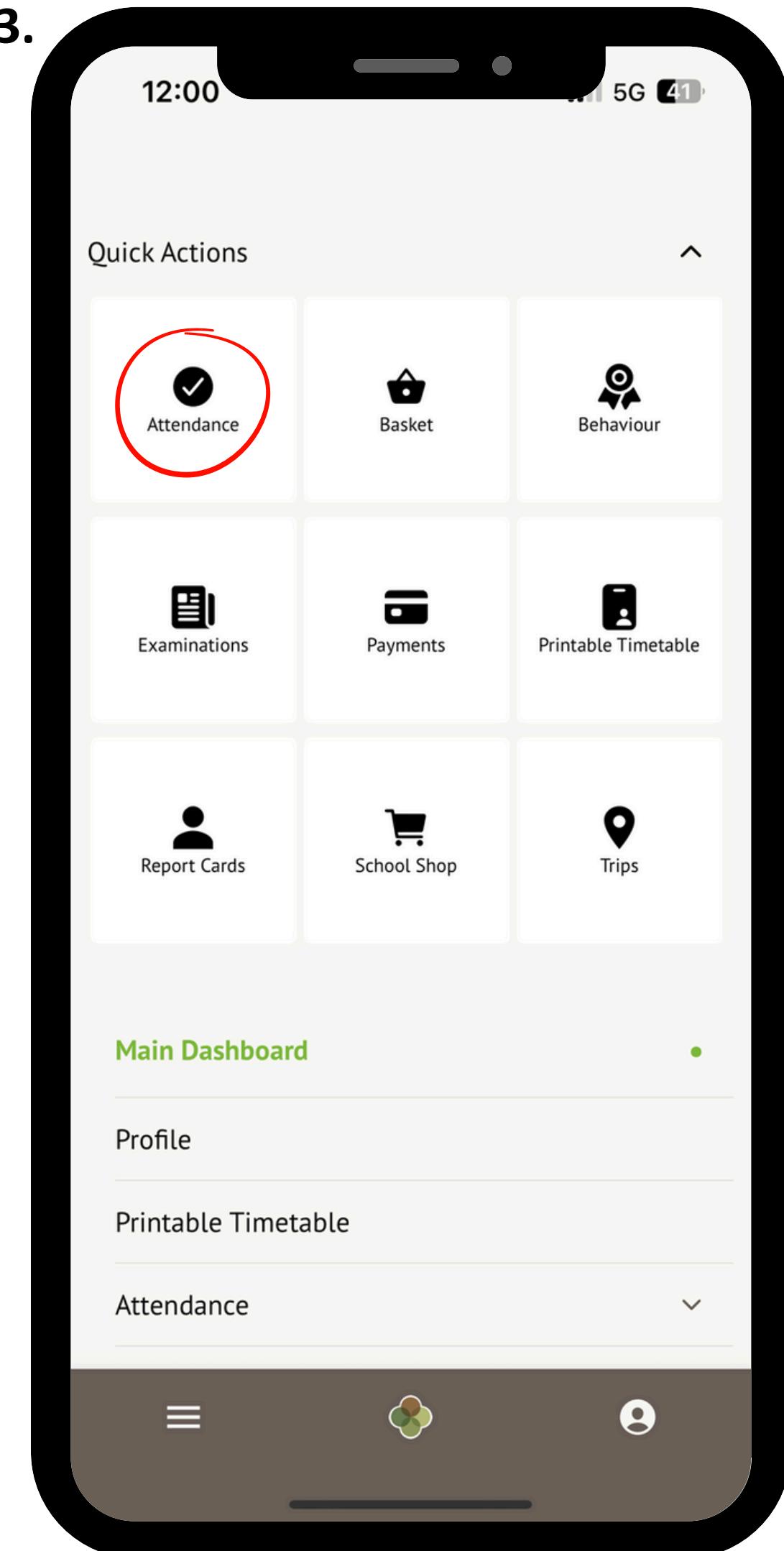
1.



2.



3.



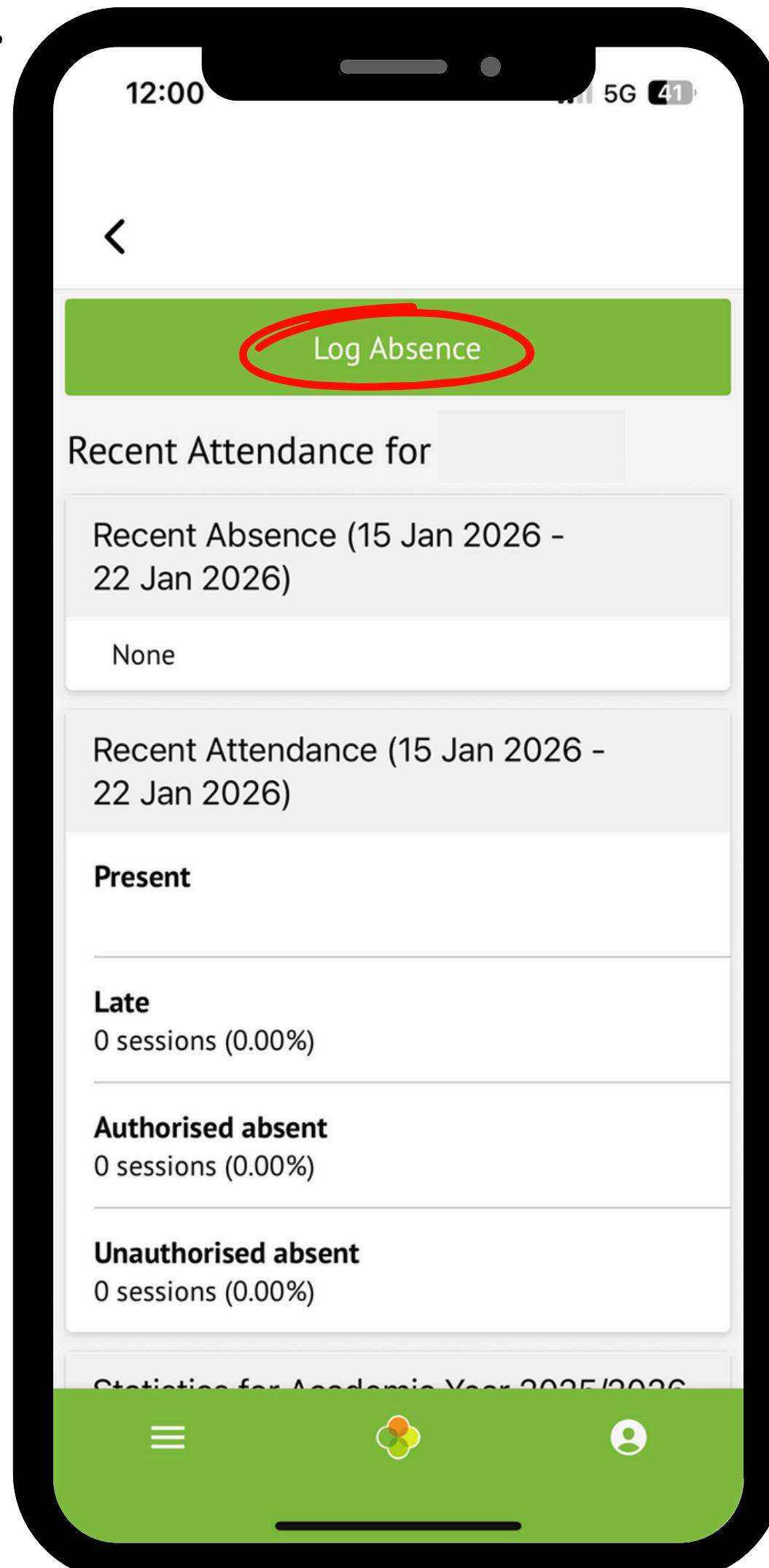
Open the Arbor app and click  
'select school'.

Click on the three white lines  
at the bottom of the  
homepage.

Click 'attendance'.

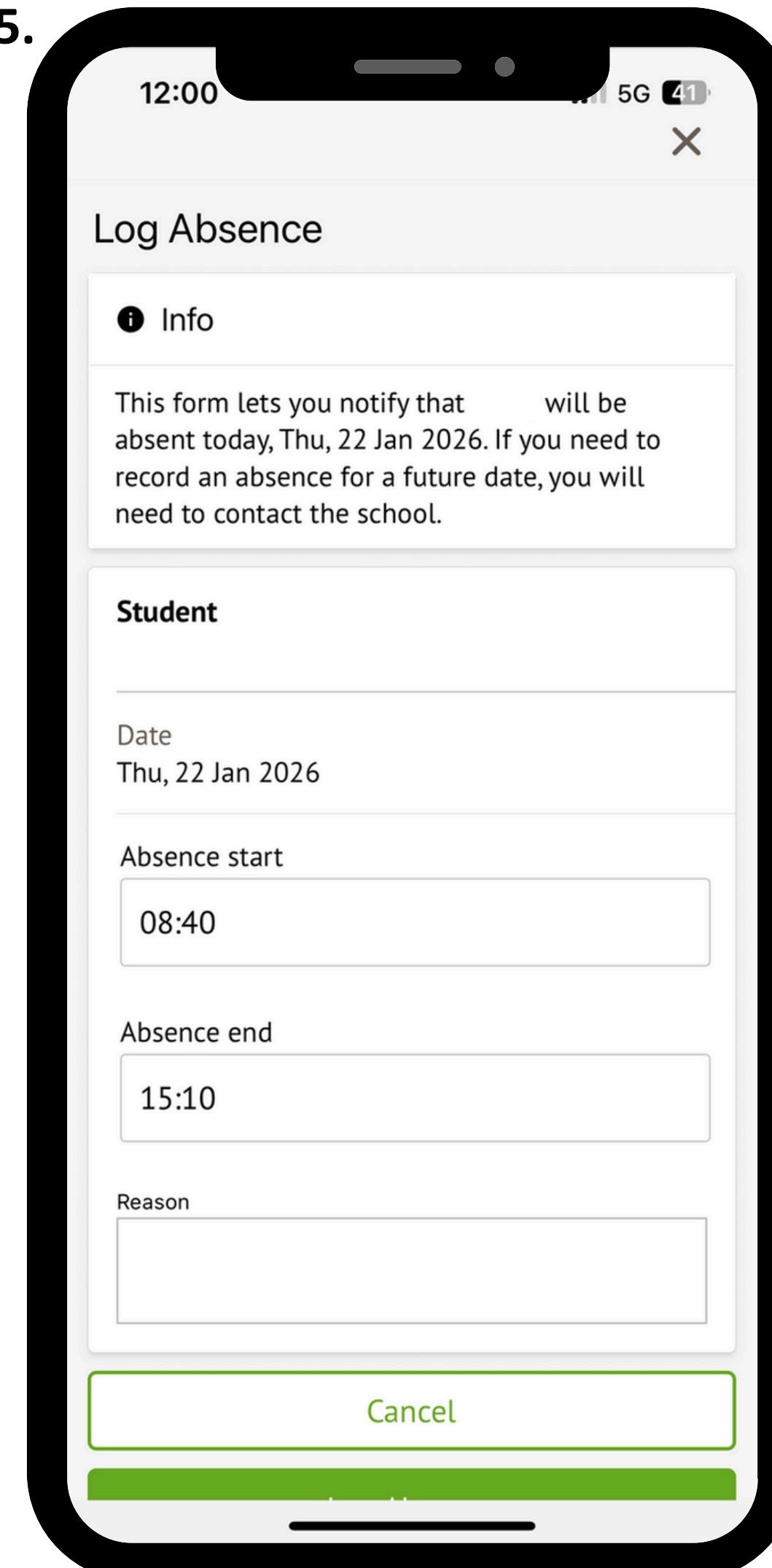
**PLEASE NOTE:**  
**The report absence feature is for appointments during the school day as well as a full day's absence.**  
**Appointments can only be added to Arbor on the day of the appointment.**

4.



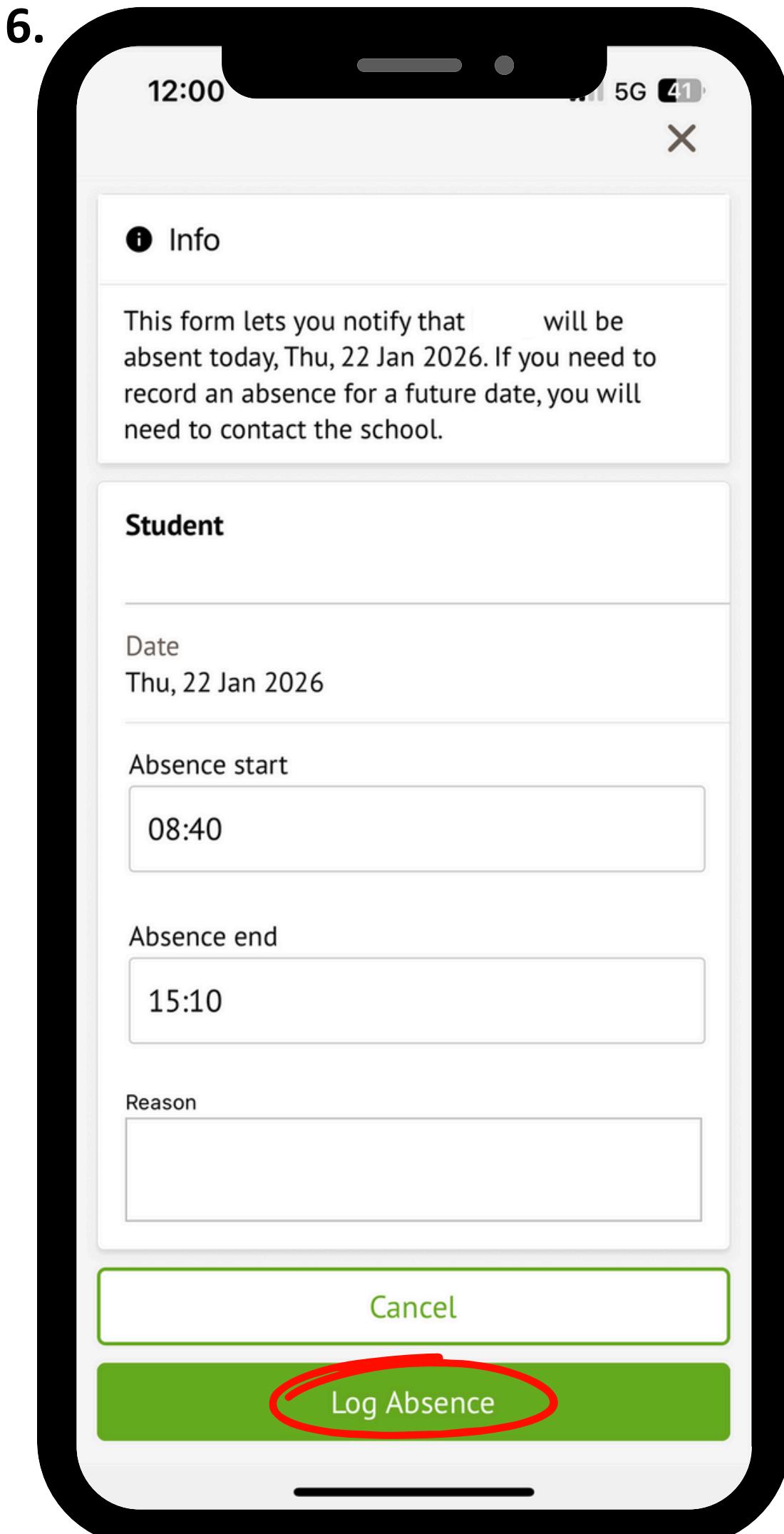
Click 'log absence'.

5.



Complete the reason and duration for the absence.

6.



Click 'log absence'.