



Aladdin Connect – Attendance Notes For Parents

Aladdin Connect Attendance Notes – information for parents

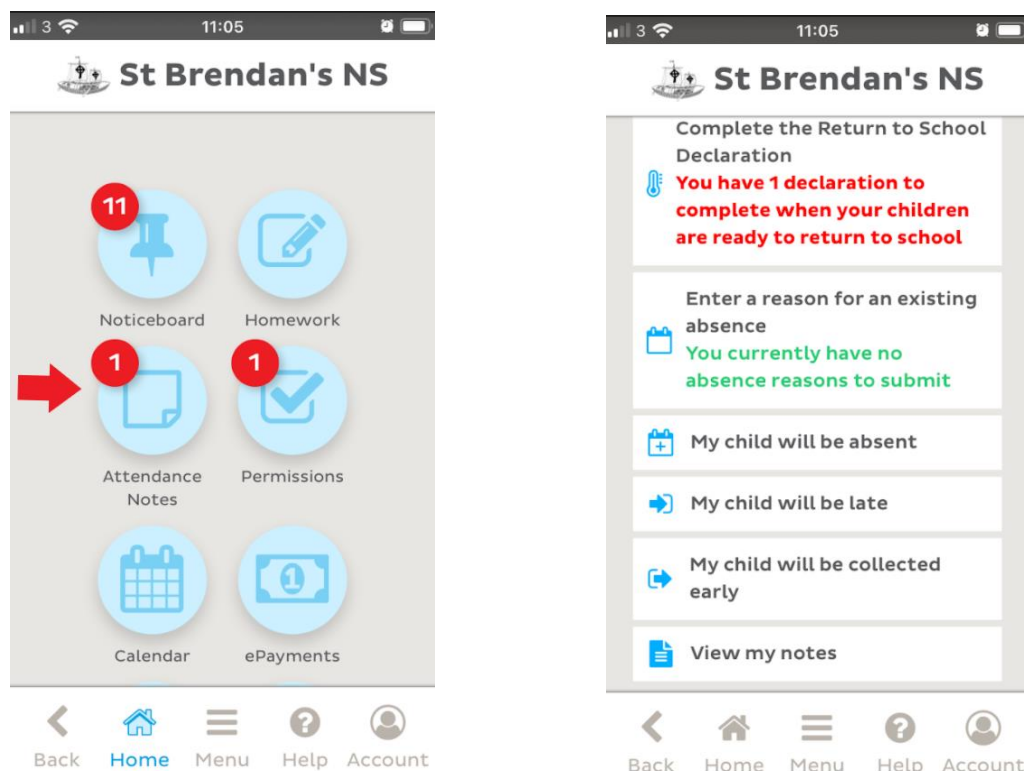
Due to COVID-19 restrictions, parents can now no longer easily drop in to the school office or classroom. Using the attendance notes feature, Aladdin Connect schools can allow parents to notify the school via the Aladdin Connect app **in advance** if their child will be absent, will arrive to school late, or needs to leave school early.

The attendance notes feature helps to cut down on calls and notes to the school from parents. It will also help to reduce the handling of paper notes from parents to and from the school.

Once the setting for attendance notes has been switched on, you will have the following new options within “Attendance Notes” on your browser / via the app:

- My child will be absent
- My child will be late
- My child will be collected early
- View my notes

On the app, tap “Attendance Notes” and then you will see the new options:



My child will be absent

You can enter an absence up to 10 days in advance but not more than 10 days in length. If your child will be absent, click / tap “My child will be absent” and enter as shown here:

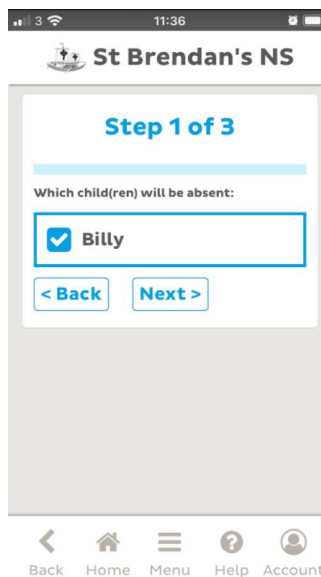
App version:

Tap “My child will be absent”

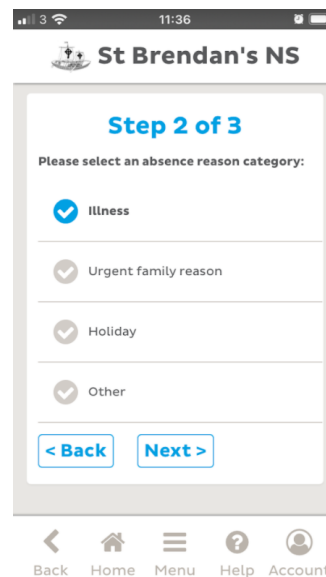


and enter as shown here:

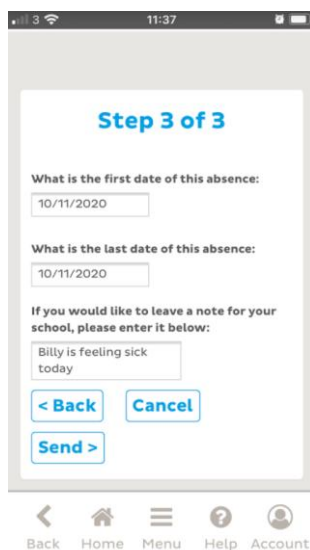
Step 1 - Choose the child(ren) who will be absent



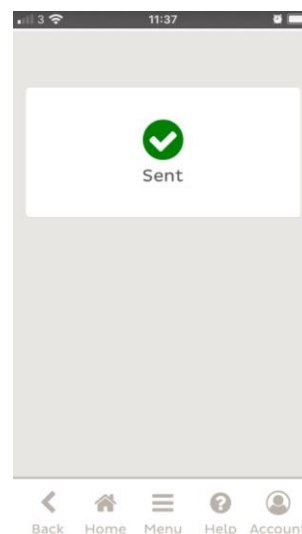
Step 2 - Choose the absence reason:



Step 3 - Enter the date(s) of the absence, enter a note if you wish and tap **Send**



The absence note is sent



My child will be late

If your child(ren) will be late, you can let the school know by choosing the “My child will be late” option.

App version:

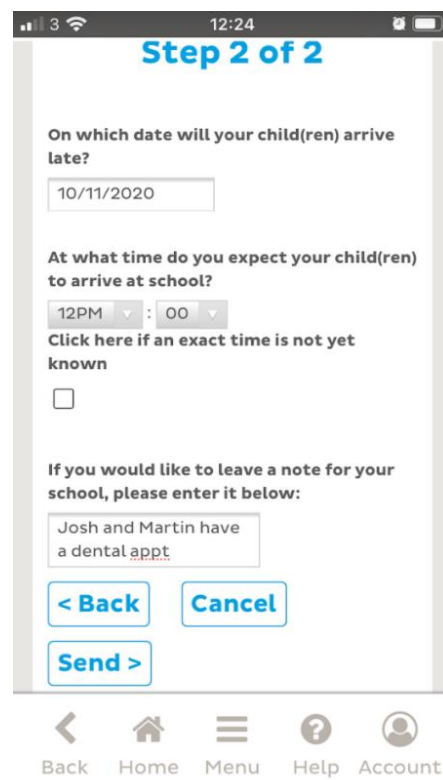
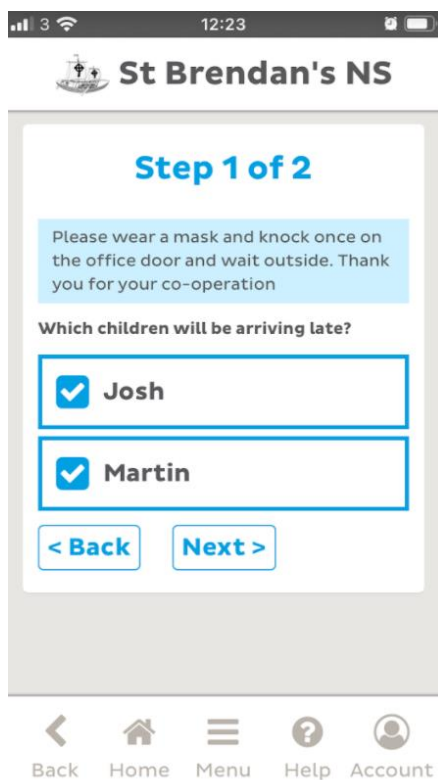
On the app home page, tap “Attendance Notes”, then “My child will be late”



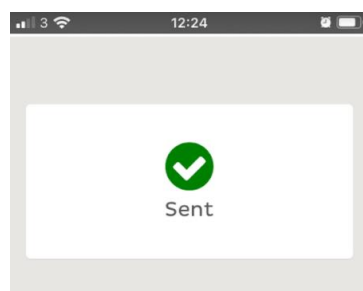
and enter as shown here:

Step 1 - Tap the child(ren) who will be late and tap **Next**:

Step 2 - Enter the date the child(ren) will be late to school, the expected time they will arrive (if known) and the reason if required and tap **Send**.



The late arrival note will be sent.

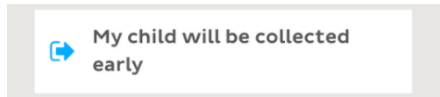


My child will be collected early

If your child needs to be collected early from school on a certain day, you can let the school know by choosing the “My child will be collected early” option.

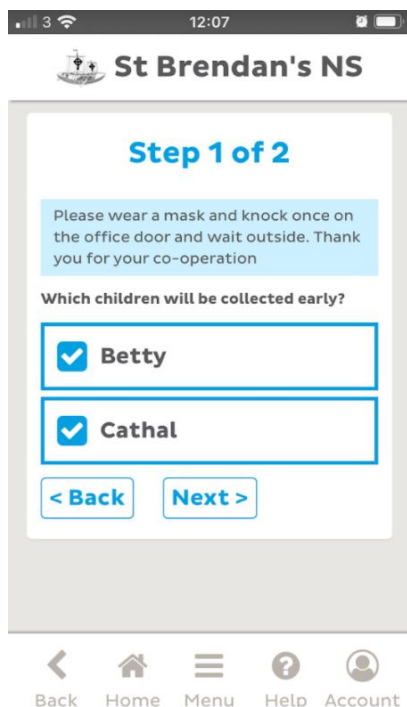
App version:

Tap “Attendance Notes”, then “My child will be collected early”

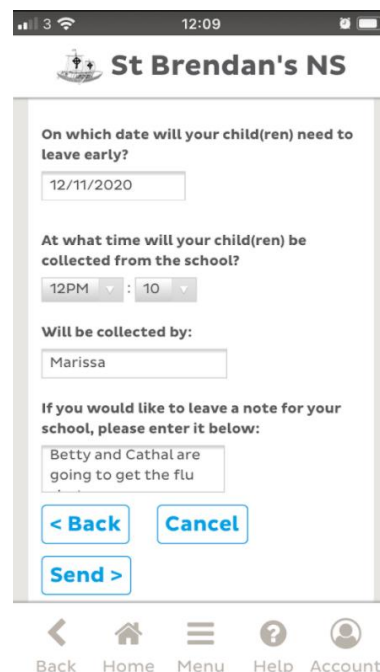


and enter as shown here:

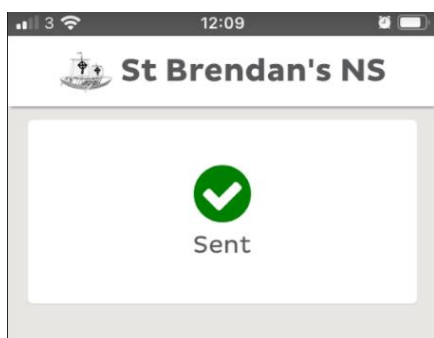
Step 1 - Tap the child(ren) who will be collected early:



Step 2 - Enter the date, time, who the child(ren) will be collected by, enter a note if necessary and click **Send**:



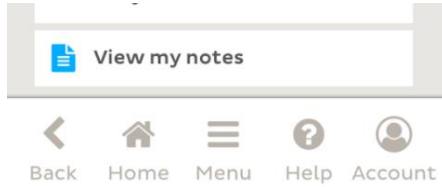
The early leaving note will be sent



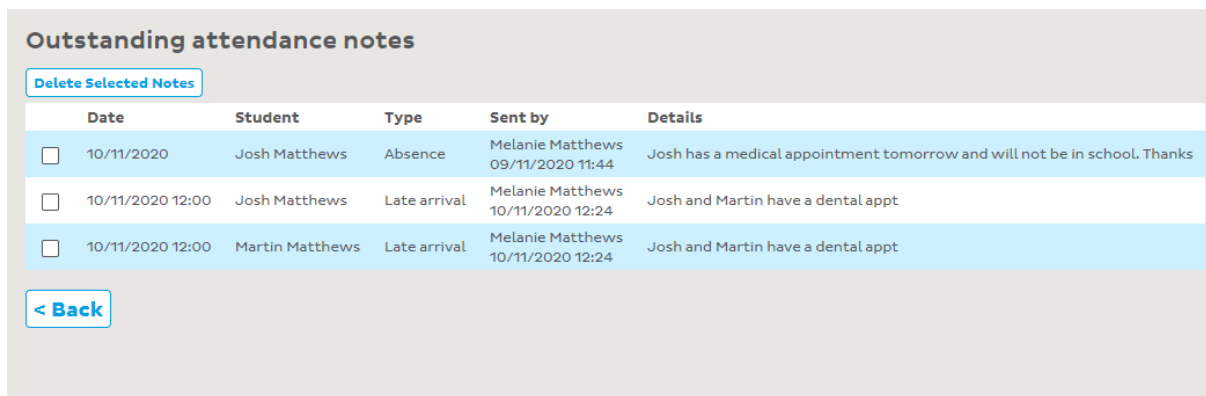
View my notes / how parents delete a note

App version:

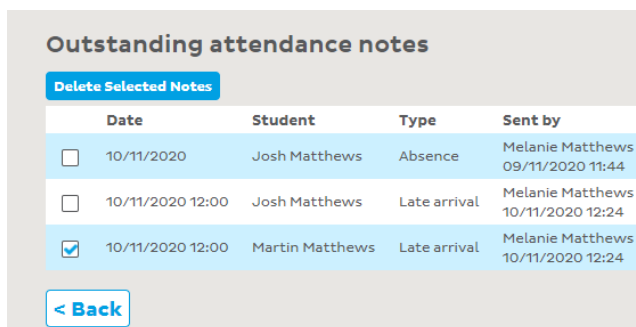
In the app, tap “Attendance Notes” and then “View my notes” to view your recently submitted absence notes.



Attendance notes are listed. From here, it is also possible to delete a note if a mistake has been made / your plans change / the note was submitted in error.



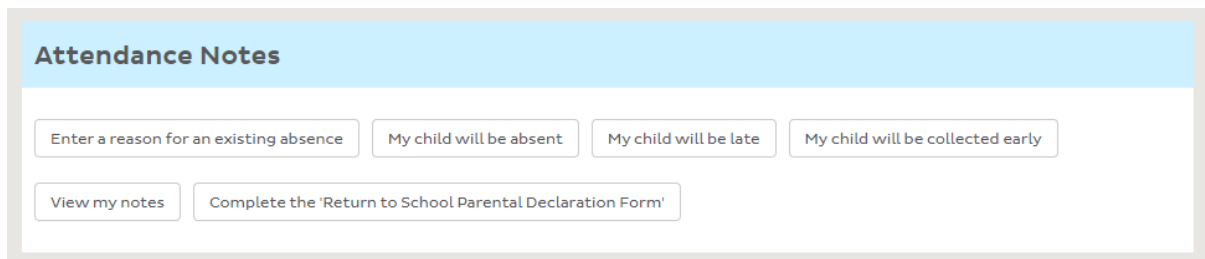
To delete a note, simply tick the box to the left of the note you wish to delete and tap **Delete Selected Notes**.



If you are using Aladdin Connect from your desktop computer, laptop, PC, or internet browser you will notice some new options on your home page. Once the setting for attendance notes has been switched on, you will have the following new options within “Attendance Notes” on your browser / via the app:

- My child will be absent
- My child will be late
- My child will be collected early
- View my notes

Here are the new options the you will see on the browser version on the Home page:

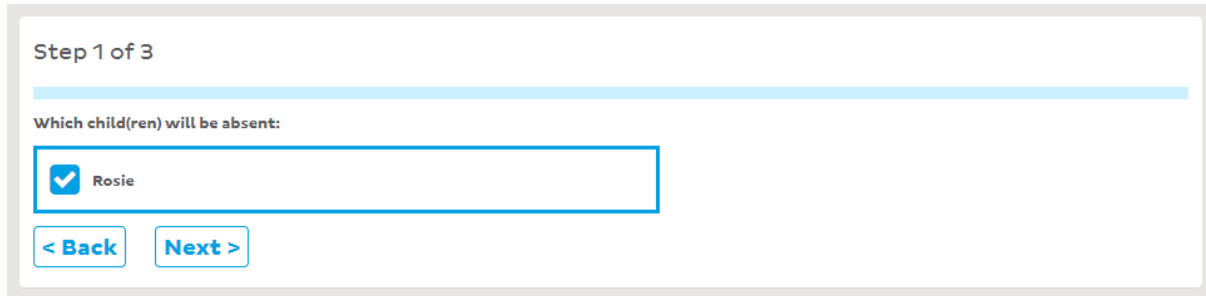


My child will be absent

You can enter an absence up to 10 days in advance but not more than 10 days in length. If your child will be absent, click / tap “My child will be absent” and enter as shown here:

Browser version:

Step 1 - Choose the child(ren) who will be absent



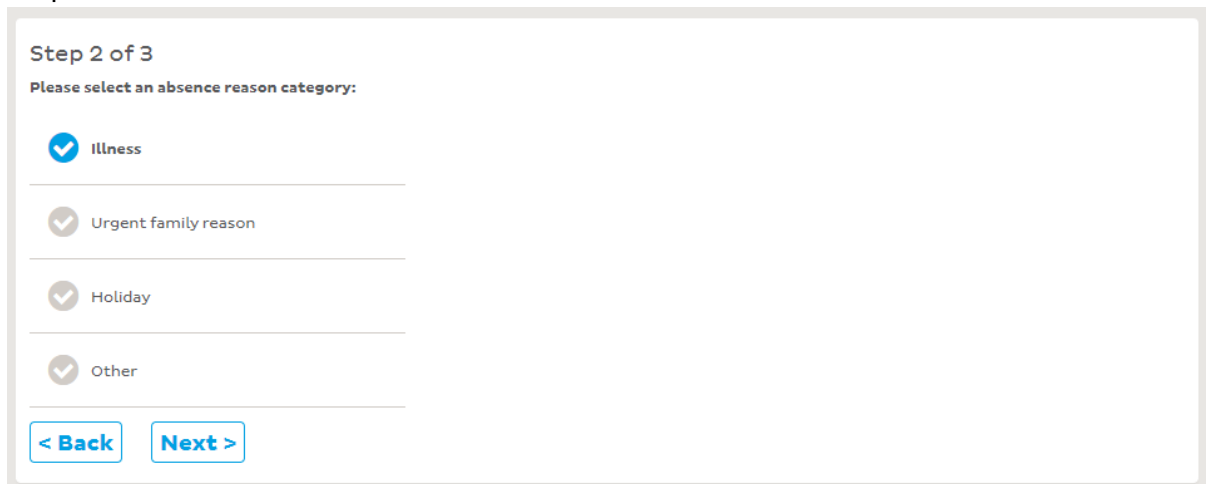
Step 1 of 3

Which child(ren) will be absent:

Rosie

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Step 2 - Choose the absence reason



Step 2 of 3

Please select an absence reason category:

Illness

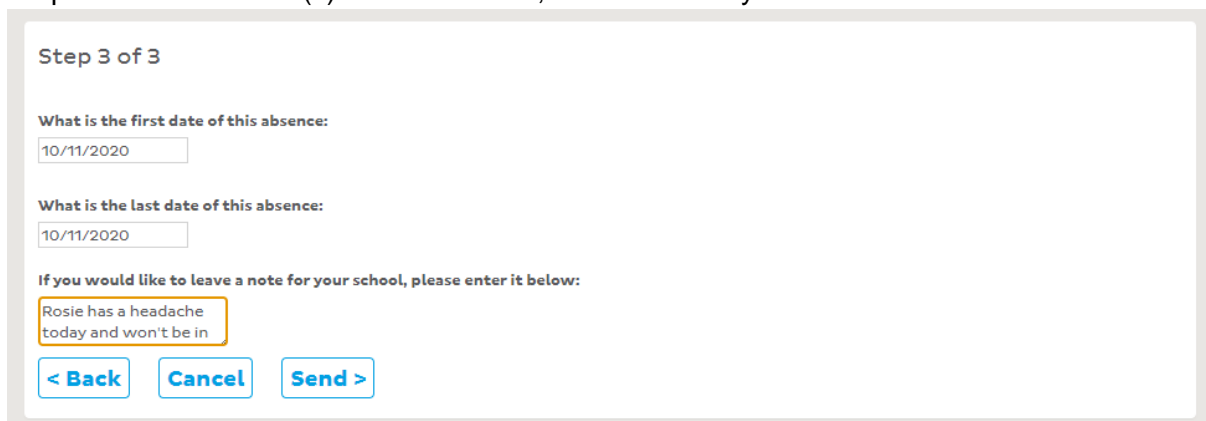
Urgent family reason

Holiday

Other

[< Back](#) [Next >](#)

Step 3 - Enter the date(s) of the absence, enter a note if you wish and click **Send**.



Step 3 of 3

What is the first date of this absence:

10/11/2020

What is the last date of this absence:

10/11/2020

If you would like to leave a note for your school, please enter it below:

Rosie has a headache today and won't be in

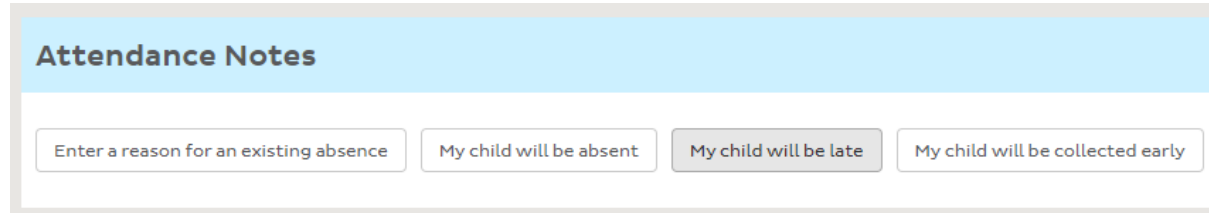
[< Back](#) [Cancel](#) [Send >](#)

My child will be late

If your child(ren) will be late, you can let the school know by choosing the “My child will be late” option.

Browser version:

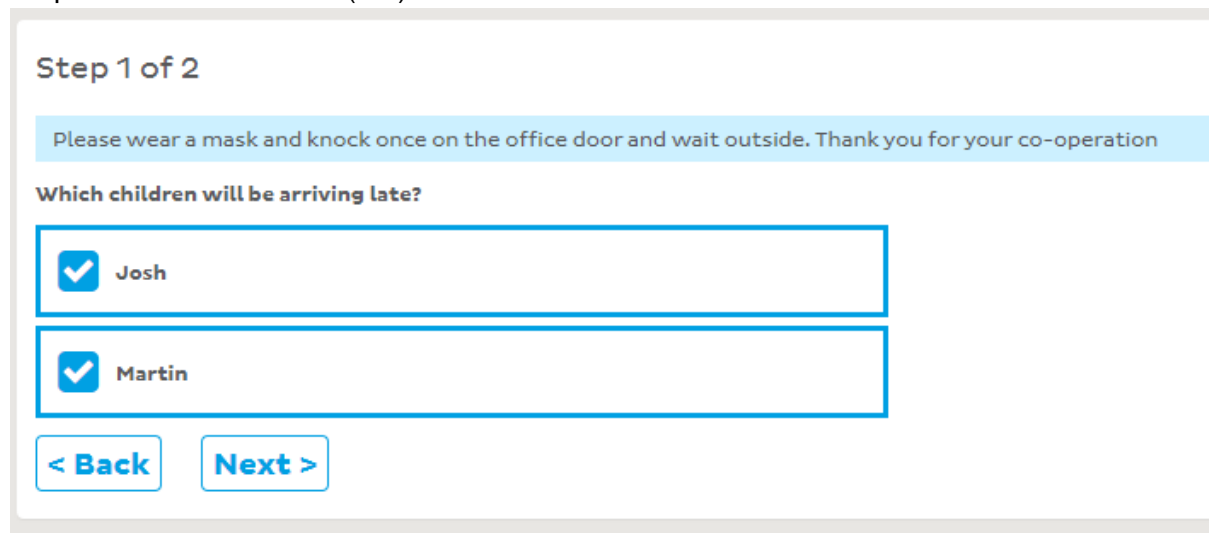
On the Home page, click **My child will be late** in the “Attendance Notes” block.



Attendance Notes

Enter a reason for an existing absence My child will be absent **My child will be late** My child will be collected early

Step 1 – Choose the child(ren) who will be late and click **Next**



Step 1 of 2

Please wear a mask and knock once on the office door and wait outside. Thank you for your co-operation

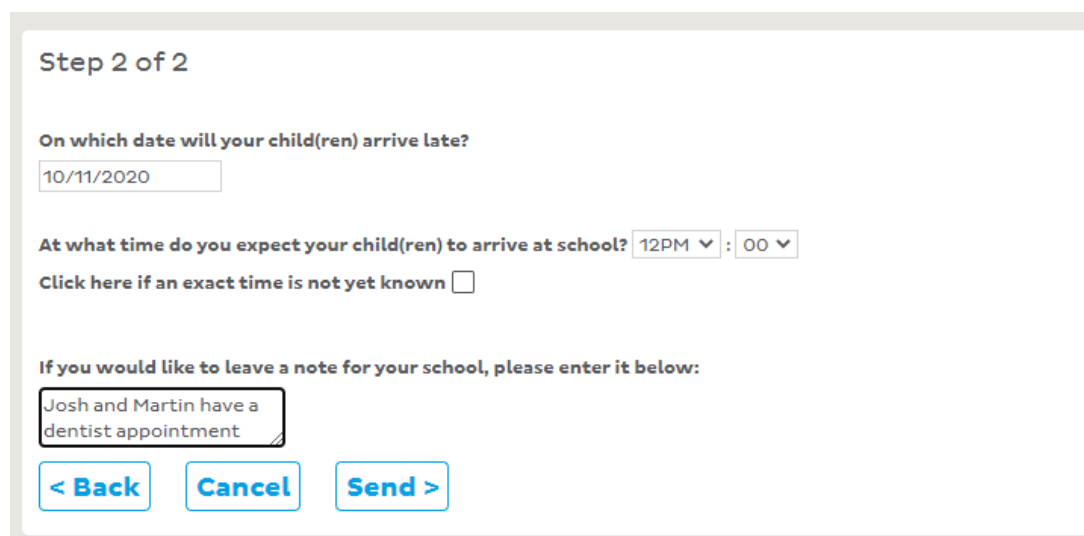
Which children will be arriving late?

Josh

Martin

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Step 2 – Enter the date the child(ren) will be late to school, the expected time they will arrive (if known) and the reason if required and click **Send**.



Step 2 of 2

On which date will your child(ren) arrive late?

10/11/2020

At what time do you expect your child(ren) to arrive at school? 12PM ▾ : 00 ▾

Click here if an exact time is not yet known

If you would like to leave a note for your school, please enter it below:

Josh and Martin have a dentist appointment

[< Back](#) [Cancel](#) [Send >](#)

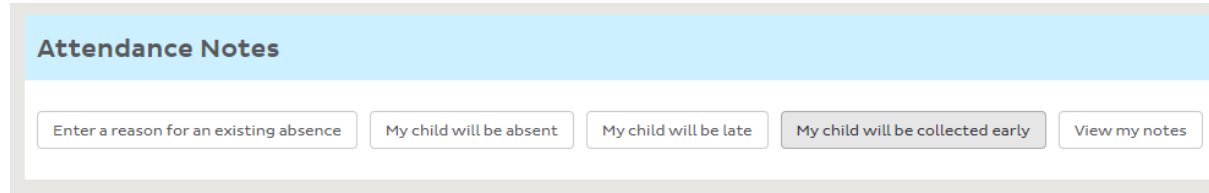
The late arrival note will be sent.

My child will be collected early

If your child needs to be collected early from school on a certain day, you can let the school know by choosing the “My child will be collected early” option.

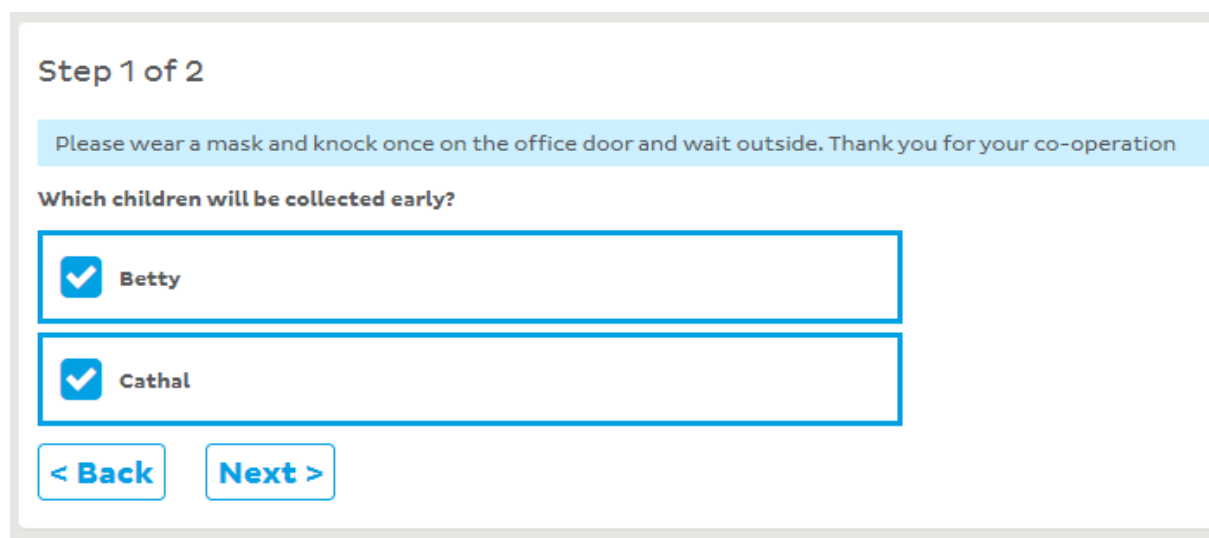
Browser version:

On the Home page, click **My child will be collected early** in the “Attendance Notes” block.



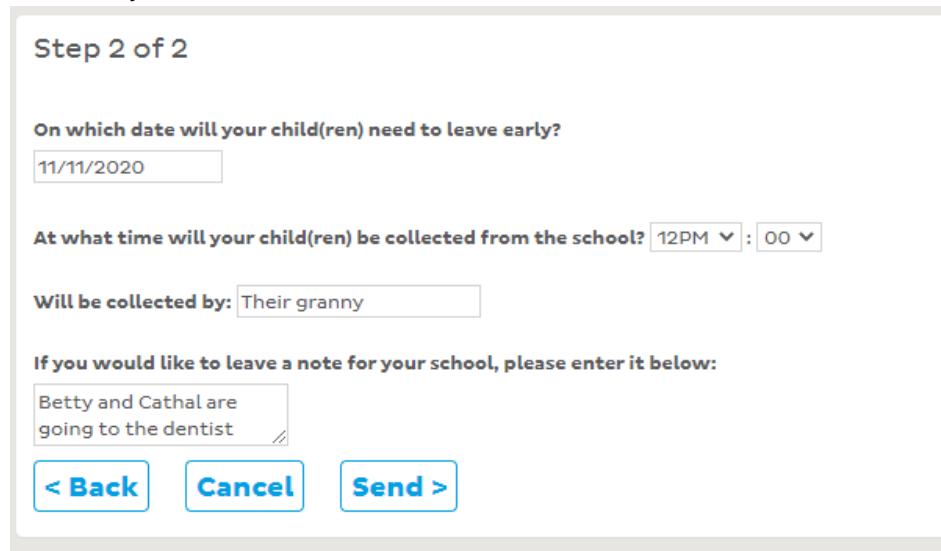
The screenshot shows a light blue header with the text "Attendance Notes". Below the header is a row of five buttons: "Enter a reason for an existing absence", "My child will be absent", "My child will be late", "My child will be collected early" (which is highlighted with a grey background), and "View my notes".

Step 1 – Choose the child(ren) who will be collected early and click **Next**.



The screenshot shows a form titled "Step 1 of 2". At the top, there is a light blue banner with the text: "Please wear a mask and knock once on the office door and wait outside. Thank you for your co-operation". Below this is the question "Which children will be collected early?". There are two rows, each with a checked checkbox and a name: "Betty" and "Cathal". At the bottom of the form are two buttons: "< Back" and "Next >".

Step 2 – Enter the date, time, who the child(ren) will be collected by, enter a note if necessary and click **Send**



The screenshot shows a form titled "Step 2 of 2". It contains the following fields and controls:

- Question: "On which date will your child(ren) need to leave early?" with a text input field containing "11/11/2020".
- Question: "At what time will your child(ren) be collected from the school?" with a dropdown menu set to "12PM" and a time input field set to "00".
- Question: "Will be collected by:" with a text input field containing "Their granny".
- Question: "If you would like to leave a note for your school, please enter it below:" with a text area containing "Betty and Cathal are going to the dentist".
- Buttons: "< Back", "Cancel", and "Send >".

The early leaving note will be sent.

View my notes / how parents delete a note

Browser version:

You can click “View my notes” to view all your recently submitted notes.

Attendance Notes

Enter a reason for an existing absence My child will be absent My child will be late My child will be collected early [View my notes](#)

Attendance notes are listed. From here, it is also possible to delete a note if a mistake has been made / your plans change / the note was submitted in error.

Outstanding attendance notes

[Delete Selected Notes](#)

Date	Student	Type	Sent by	Details
<input type="checkbox"/> 10/11/2020	Josh Matthews	Absence	Melanie Matthews 09/11/2020 11:44	Josh has a medical appointment tomorrow and will not be in school. Thanks
<input type="checkbox"/> 10/11/2020 12:00	Josh Matthews	Late arrival	Melanie Matthews 10/11/2020 12:24	Josh and Martin have a dental appt
<input type="checkbox"/> 10/11/2020 12:00	Martin Matthews	Late arrival	Melanie Matthews 10/11/2020 12:24	Josh and Martin have a dental appt

[< Back](#)

To delete a note, simply tick the box to the left of the note you wish to delete and click **Delete Selected Notes**.

Outstanding attendance notes

[Delete Selected Notes](#)

Date	Student	Type	Sent by
<input type="checkbox"/> 10/11/2020	Josh Matthews	Absence	Melanie Matthews 09/11/2020 11:44
<input type="checkbox"/> 10/11/2020 12:00	Josh Matthews	Late arrival	Melanie Matthews 10/11/2020 12:24
<input checked="" type="checkbox"/> 10/11/2020 12:00	Martin Matthews	Late arrival	Melanie Matthews 10/11/2020 12:24

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