



# Aladdin Connect – Attendance Notes For Parents

## Aladdin Connect Attendance Notes – information for parents

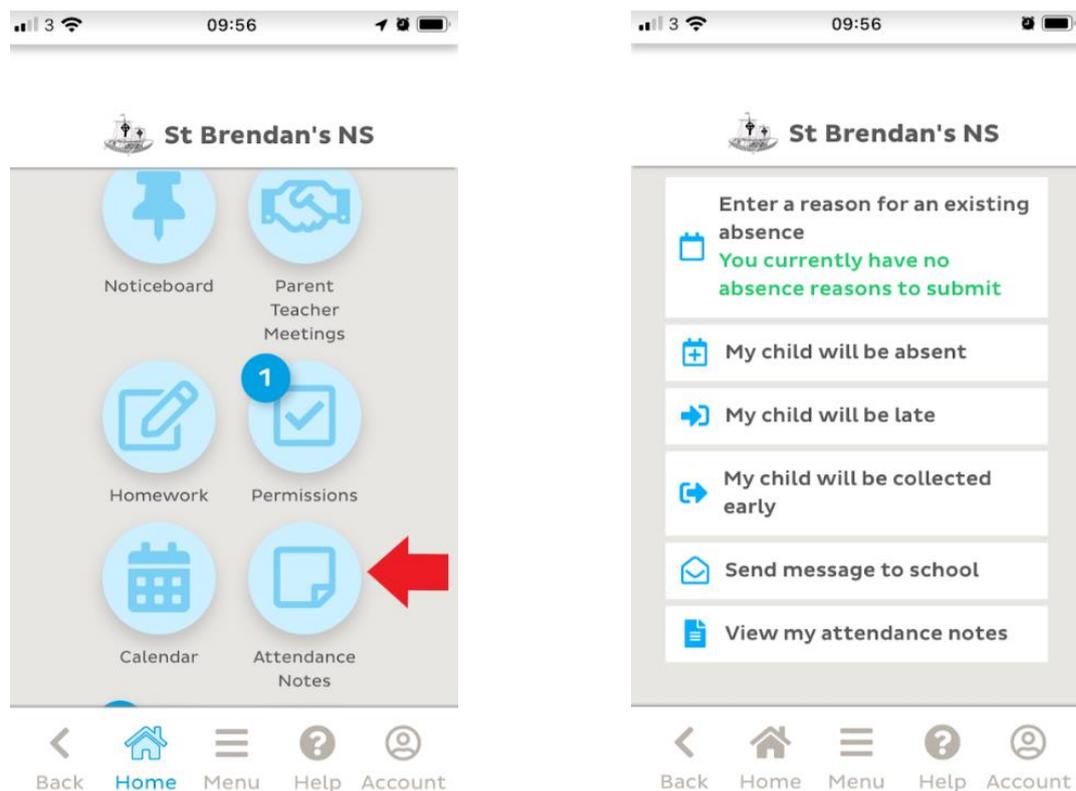
Using the attendance notes feature, Aladdin Connect schools can allow parents to notify the school via the Aladdin Connect app **in advance** if their child will be absent, will arrive to school late, or needs to leave school early.

The attendance notes feature helps to cut down on calls and notes to the school. 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 by your child's school, you will have some or all of 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 attendance notes

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

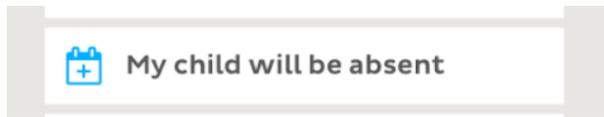


## My child will be absent

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:

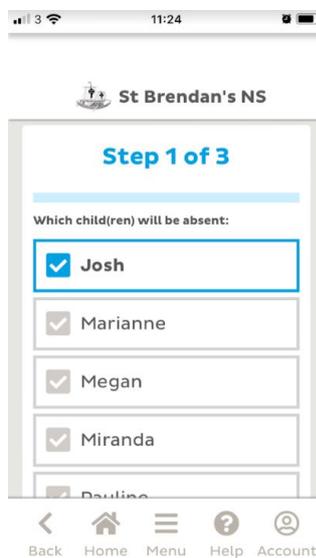
### App version:

Tap “My child will be absent”

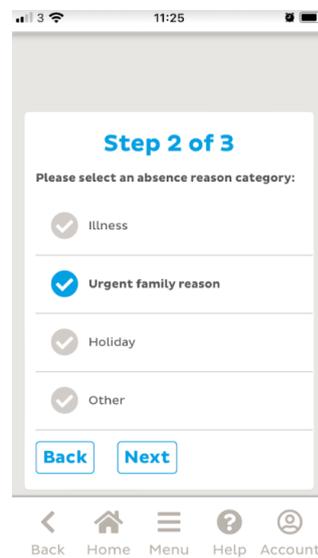


and enter as shown here:

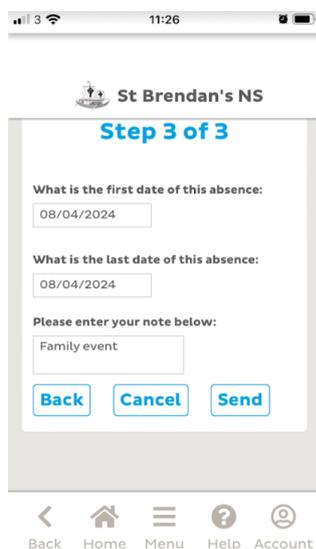
**Step 1** - Choose the child(ren) who will be absent and tap **Next**.



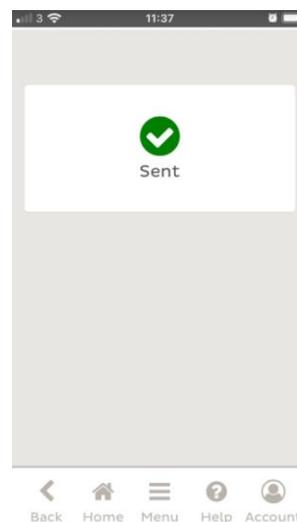
**Step 2** - Choose the absence reason and tap **Next**.



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



The absence note is sent:

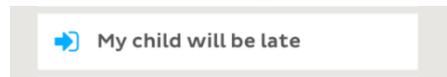


## My child will be late

You can enter a late note up to 10 days in advance. If your child(ren) will be late, you can let the school know by choosing the “My child will be late” option.

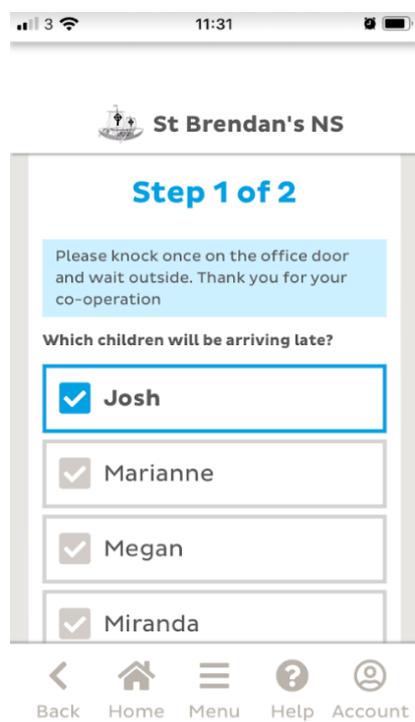
### App version:

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

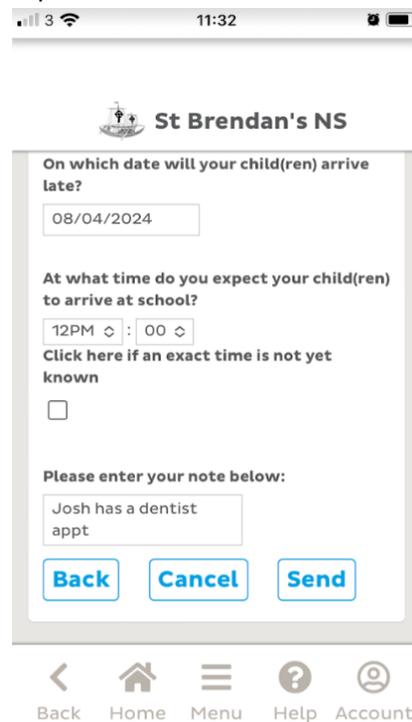


and enter as shown here:

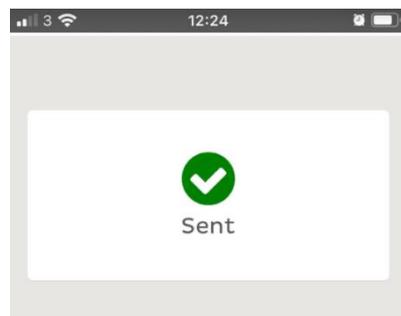
**Step 1** - Tap the child(ren) who will be late and tap **Next**:



**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.

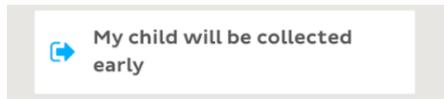


## My child will be collected early

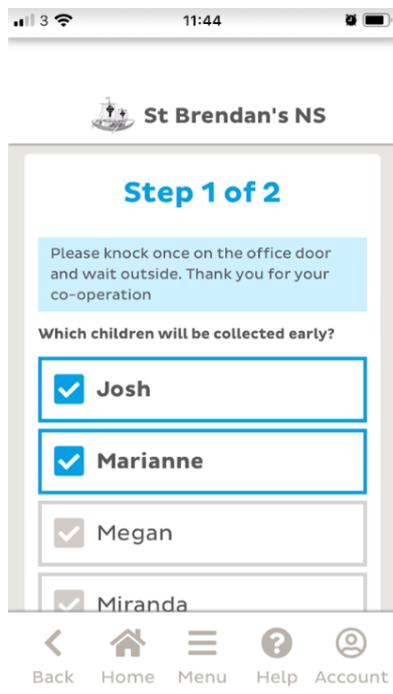
You can an early collection note up to 10 days in advance. If your child needs to be collected early from school on a certain day, you can let the school know by choosing the “My child will be collected early” option.

### App version:

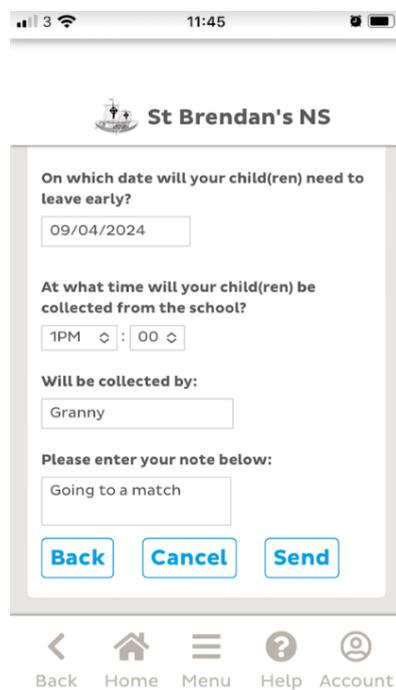
Tap “Attendance Notes”, then “My child will be collected early” and enter as shown below.



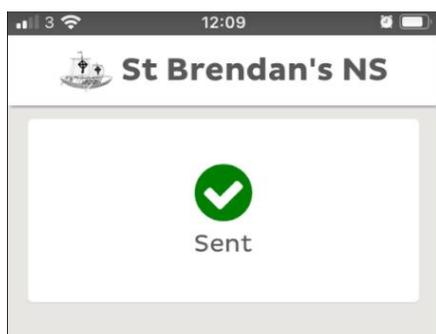
Step 1 - Tap the child(ren) who will be collected early:



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



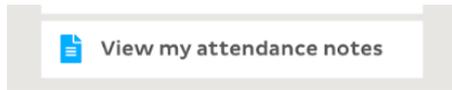
The early collection note will be sent



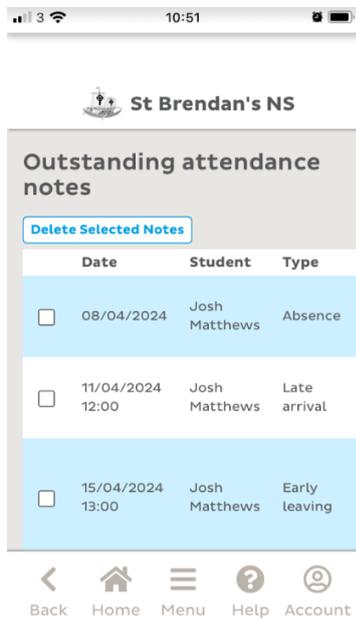
## View my notes / how parents delete a note

### App version:

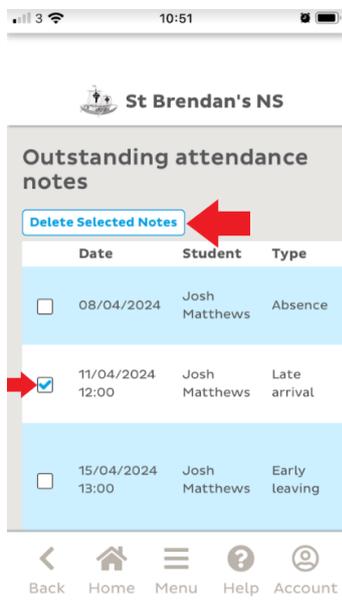
In the app, tap “Attendance Notes” and then “View my attendance notes” to view your recently submitted absence notes.



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.



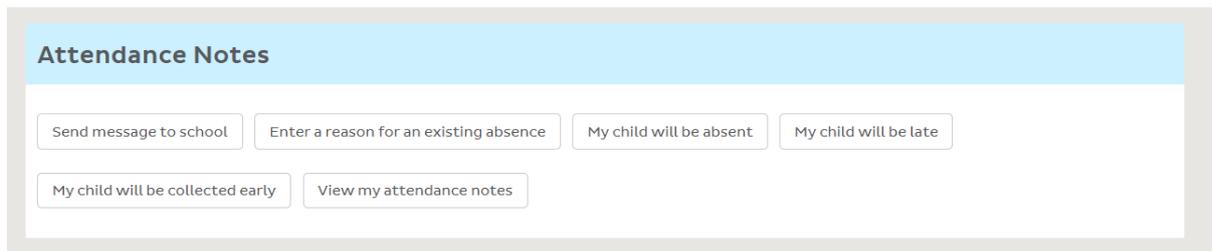
To delete a note, simply tick the box to the left of the note you wish to delete and tap **Delete Selected Notes**.



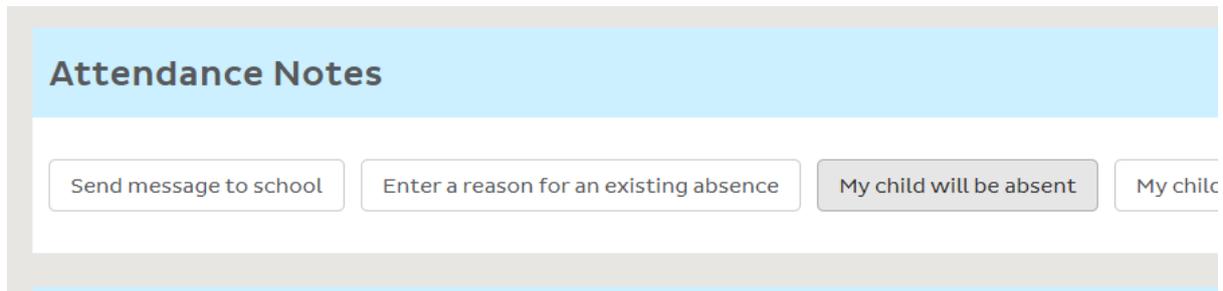
If you are using Aladdin Connect from your desktop computer, laptop, PC, or internet browser you will notice some new options on your home page. Once the setting for attendance notes has been switched on, you will have some / all of the following options within “Attendance Notes” on your browser / via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

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

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



### My child will be absent (browser version)

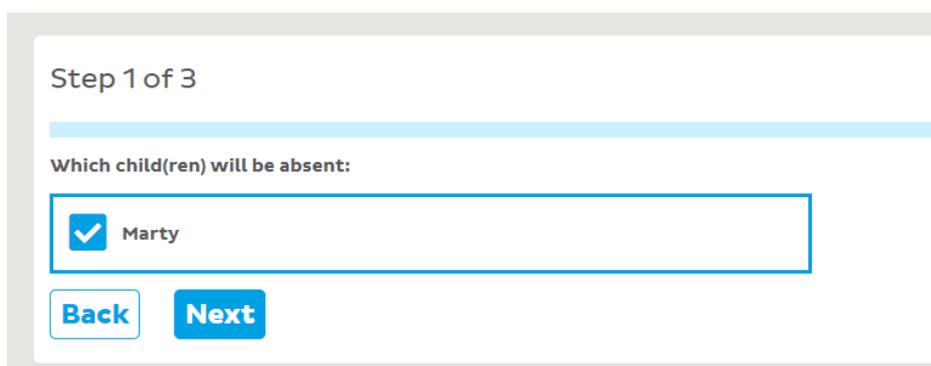


You can enter an absence up to 10 days in advance but not more than 10 days in length.

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 and click **Next**.



Step 2 - Choose the absence reason and click **Next**.

### 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 explaining the absence and click **Send** to send your absence note.

### Step 3 of 3

What is the first date of this absence:

What is the last date of this absence:

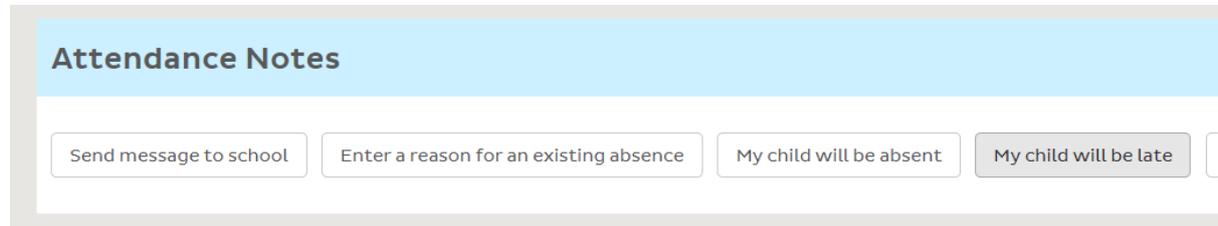
Please enter your note below:

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

## My child will be late (browser version)

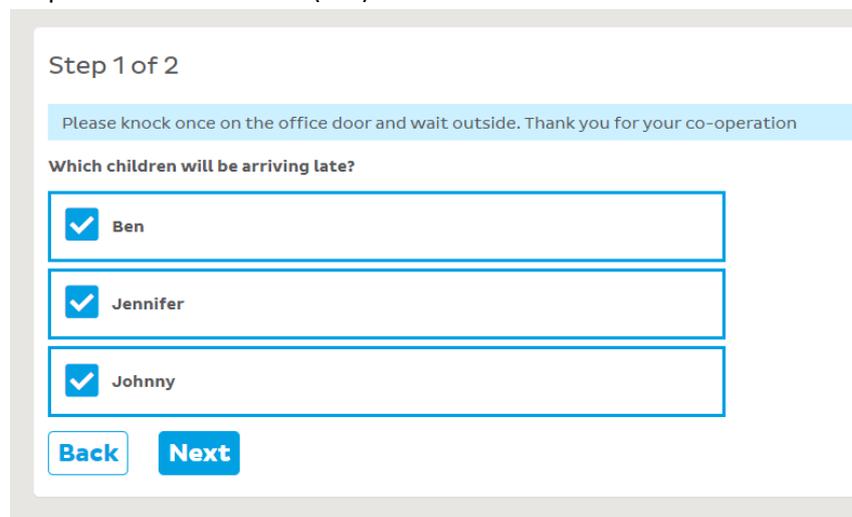
If your child(ren) will be late, you can let the school know by choosing the “My child will be late” option. **Browser version:**

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



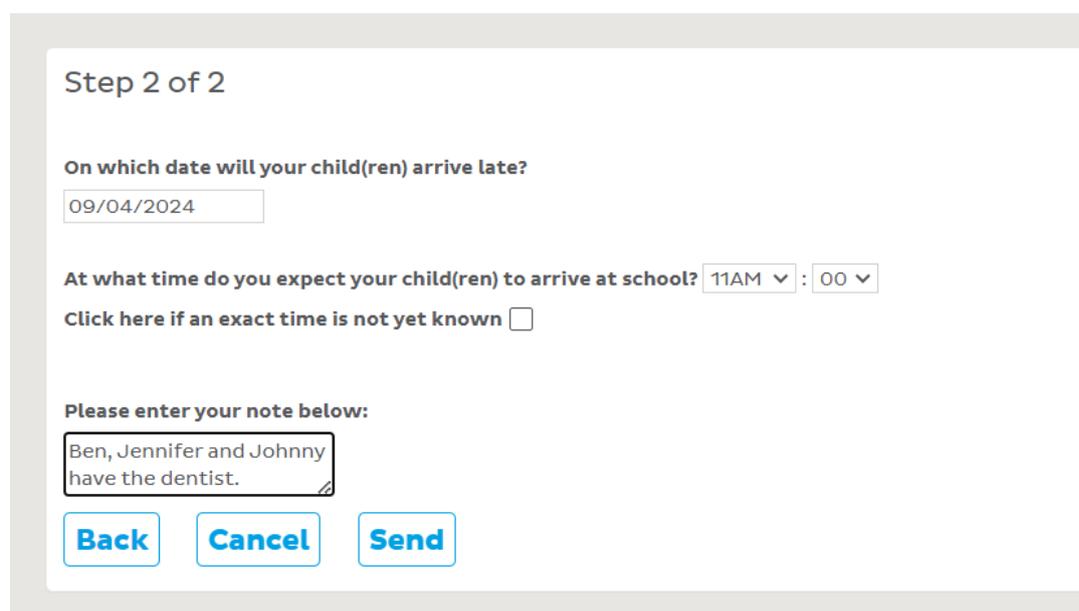
The screenshot shows a light blue header with the text "Attendance Notes". Below the header is a row of five buttons: "Send message to school", "Enter a reason for an existing absence", "My child will be absent", "My child will be late" (which is highlighted in grey), and a partially visible button on the right.

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



The screenshot shows a form titled "Step 1 of 2". It includes a light blue instruction box: "Please knock once on the office door and wait outside. Thank you for your co-operation". Below this is the question "Which children will be arriving late?". There are three input fields, each with a checked checkbox and a name: "Ben", "Jennifer", and "Johnny". At the bottom are "Back" and "Next" buttons.

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** to send your late arrival note.



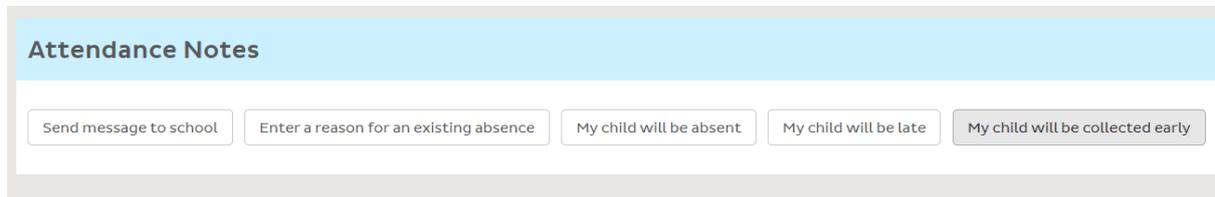
The screenshot shows a form titled "Step 2 of 2". It asks "On which date will your child(ren) arrive late?" with a date input field containing "09/04/2024". Below this is the question "At what time do you expect your child(ren) to arrive at school?" with a time selection dropdown set to "11AM" and a minute dropdown set to "00". There is a checkbox for "Click here if an exact time is not yet known" which is currently unchecked. The form then asks "Please enter your note below:" with a text area containing "Ben, Jennifer and Johnny have the dentist.". At the bottom are "Back", "Cancel", and "Send" buttons.

## My child will be collected early (browser version)

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.

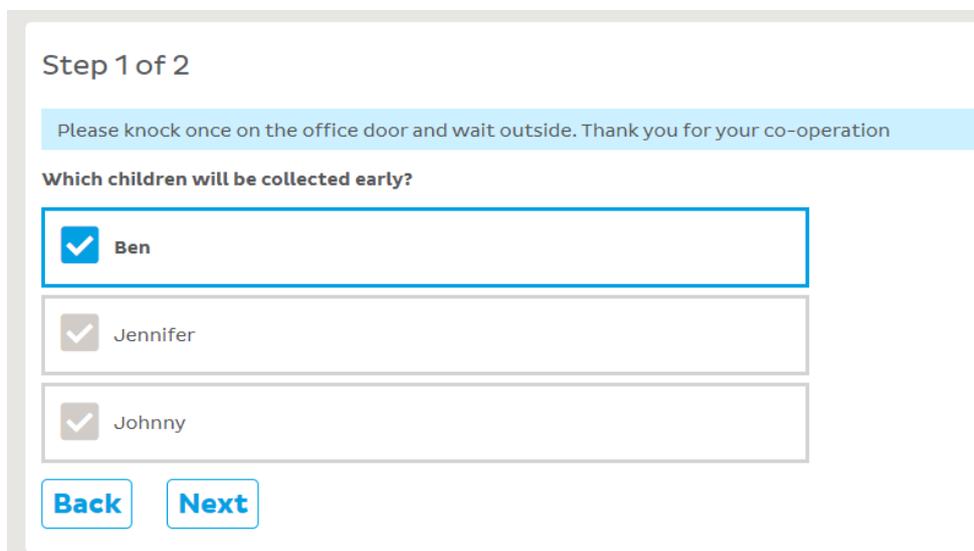
### Browser version:

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



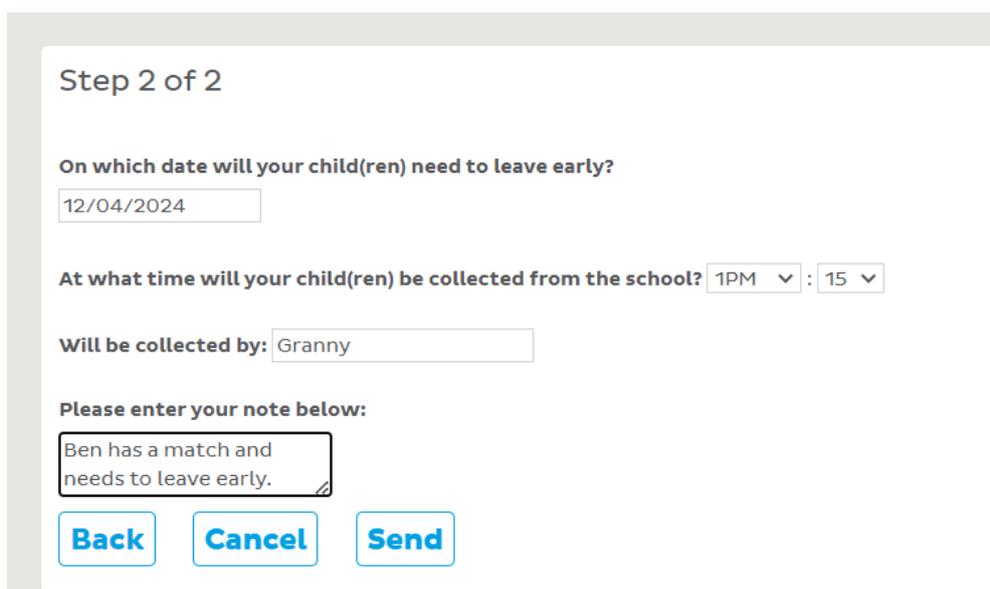
The image shows a navigation bar titled "Attendance Notes" with a light blue background. Below the title, there are five buttons: "Send message to school", "Enter a reason for an existing absence", "My child will be absent", "My child will be late", and "My child will be collected early". The "My child will be collected early" button is highlighted with a darker background.

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



The image shows a form titled "Step 1 of 2". At the top, there is a light blue instruction box: "Please knock once on the office door and wait outside. Thank you for your co-operation". Below this, the question "Which children will be collected early?" is displayed. There are three rows, each with a checkbox and a name: "Ben" (checked), "Jennifer" (unchecked), and "Johnny" (unchecked). At the bottom, there 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** to send your note.



The image shows a form titled "Step 2 of 2". It contains several input fields: "On which date will your child(ren) need to leave early?" with the value "12/04/2024"; "At what time will your child(ren) be collected from the school?" with a dropdown menu set to "1PM" and a time dropdown set to "15"; "Will be collected by:" with the value "Granny"; and "Please enter your note below:" with a text area containing "Ben has a match and needs to leave early.". At the bottom, there are three buttons: "Back", "Cancel", and "Send".

## View my notes / how parents delete a note (browser version)

### Browser version:

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

### Attendance Notes

[Send message to school](#) [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 attendance 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"/> 09/04/2024 11:00	Ben Abrahams	Late arrival	Caroline Abrahams 08/04/2024 13:35	Ben, Jennifer and Johnny have the dentist.
<input type="checkbox"/> 09/04/2024 11:00	Jennifer Abrahams	Late arrival	Caroline Abrahams 08/04/2024 13:35	Ben, Jennifer and Johnny have the dentist.
<input type="checkbox"/> 09/04/2024 11:00	Johnny Abrahams	Late arrival	Caroline Abrahams 08/04/2024 13:35	Ben, Jennifer and Johnny have the dentist.
<input type="checkbox"/> 12/04/2024 13:15	Ben Abrahams	Early leaving	Caroline Abrahams 08/04/2024 13:42	Ben has a match and needs to leave early. Will be collected by: Granny

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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	Details
<input type="checkbox"/> 09/04/2024 11:00	Ben Abrahams	Late arrival	Caroline Abrahams 08/04/2024 13:35	Ben, Jennifer and Johnny have the dentist.
<input type="checkbox"/> 09/04/2024 11:00	Jennifer Abrahams	Late arrival	Caroline Abrahams 08/04/2024 13:35	Ben, Jennifer and Johnny have the dentist.
<input type="checkbox"/> 09/04/2024 11:00	Johnny Abrahams	Late arrival	Caroline Abrahams 08/04/2024 13:35	Ben, Jennifer and Johnny have the dentist.
<input checked="" type="checkbox"/> 12/04/2024 13:15	Ben Abrahams	Early leaving	Caroline Abrahams 08/04/2024 13:42	Ben has a match and needs to leave early. Will be collected by: Granny

[< Back](#)

This User Guide was last updated on 08/03/2024