

Portal: How to add an attendance note for a future date

XUNO allows you to inform the school that your child will be absent on a specific date or time in the future, including today, before or after the roll has been marked. This feature is also available through the Family mobile app.

Submitting an absence note

1. Log in to your XUNO parent portal or XUNO Family app.
2. Via the **XUNO web portal**: From the **School** menu click on Attendance, or on the dashboard, click the **Attendance Today** tile.
Via the **XUNO Family app**: From the main menu, tap **Attendance**
3. If you have more than one child at the school, select the name of the child you are reporting an absence for.
4. Click/tap on the **Send absence note** button

Chase ABBOTT

Last Marked Today: Present 09:52am

Lowest Attendance: 86% (8 English S2)

Highest Attendance: 97% (8 Multimedia S2)

Attendance Today: [Progress indicator]

Unapproved Absences: 0

Approved Absences: 43

Great job! Give yourself a pat on the back. Chase has no unexplained absences.

Send absence note

View Day-by-Day Attendance

Subject	Unapproved Absence	Approved Absence	Present	Attendance %
8 Maths S2 (8MTH201-DC1) 2021S1B	0	5	44 / 49	90%
8 Multimedia S2 (8MMA201-ME1) 2021S1B	0	2	61 / 63	97%

☰
Attendance

Attendance
📅 17

Chase ABBOTT

Last Marked Today
Present 09:52am

Highest Attendance: 97%
8 Multimedia S2

Unapproved Absences
0

Lowest Attendance: 86%
8 English S2

Attendance Today
●●●●●●●●

Approved Absences
43

Great job!
Give yourself a pat on the back. Chase has no unexplained absences.

View Day-by-Day Attendance
Send absence note

Subject	Unapp Absence	Attend %
8 Maths S2 (2021S1B)	0	90%

5. Then click **Send a note for a future date**

Chase ABBOTT

Great job! Give yourself a pat on the back. no unexplained absences.

View All Future Absence Notes
Send a note for a future date

Date	Period	Subject
No unexplained absences found in date range.		

6. Select the date and period/s that your child will be absent from school. If the child will be absent for the whole day, you can just select the **All Day** check box

Send a note for a future absence

Cherie PAYNE will be absent from school:

Mon 8 Feb 2021 to Mon 8 Feb 2021 inclusive

February 2021

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

Friday, January 15, 2021

7. In the Reason given section, type the reason why your child will be absent on that day or period. It is best to keep the note short, and precise so that the school can quickly and easily process the information.
8. Click on Save. The school administration will be informed of your actions.
9. If you click on **View all future absence notes**, it may be possible to view and edit the future absence note. In some circumstances, the note will not appear in the list - this is usually due to the way the school manages the timetable - but don't worry! The school will have been notified about the absence note via email and will action it accordingly.

Please note, it is not possible to delete the absence notes - if you wish to withdraw the absence, you'll need to contact the school directly.

✉ [Still need help? Contact Us \(#\)](#)

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