

REPORTING AN ABSENCE ON TALAXY GUIDELINES FOR PARENTS



STEP 3:

Input the relevant date(s), time(s), select the reason for the absence from the drop-down menu and add an absence description.

Inform us of a future absence

Start of absence

Absence start time (HH:mm)

00:00

Expected end of absence

Absence end time (HH:mm)

23:59

Reason for absence
Select a reason for this absence

Select a reason for this absence

- Illness
- Medical Appointment
- Other

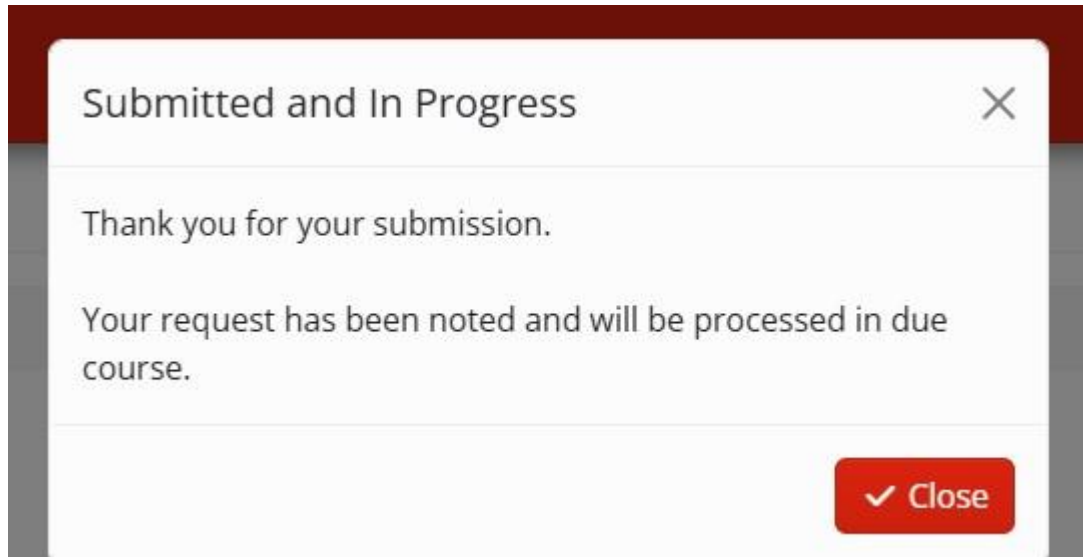
Upload a supporting document

Please remember to upload a supporting document if your child is attending a medical appointment or you have chosen Other. We cannot approve any request that does not have supporting evidence.



STEP 4:

Click on Save and you will receive the following message:



STEP 5:

Your notification can then be found in the calendar showing it as Pending authorisation until it has been approved.

Once it has been approved, it will show on the calendar as Authorised.

If we have any questions or require further information, our Student Attendance Officer will contact you.

PROBLEM WITH OR QUESTION ABOUT TALAXY?

If you have any questions or issues with Talaxy, please email Talaxy@davenport.org.