

# Portal: How to use XUNO to inform your school about a student absence

XUNO allows you to inform the school that your child will be absent on a specific date or time, either **today** or for a date in the **future**, before or after the roll has been marked. This feature is also available through the XUNO 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 blue **Attendance Today** tile.

The screenshot shows the XUNO web portal interface. The top navigation bar includes 'XUNO', 'School', 'Learning', and 'Options'. A dropdown menu is open under 'School', with 'Attendance' highlighted. The main dashboard area displays a welcome message for Semaphore Primary School and several informational tiles. The 'Attendance Today' tile, which shows 'Unmarked', is highlighted with a red box. Other tiles include 'Kiah PAYNE: Grade 5 Tooradin Camp', 'Events & Fees', 'Latest News', 'Calendar', 'Timetables', 'Unexplained Absences', 'Approved Absences', and 'Tasks & Assignments'.

Via the **XUNO Family app**: From the main menu, tap **Attendance**, or tap the blue **Attendance Today** tile.

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

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%

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## Attendance

Attendance

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▼

Chase ABBOTT

Last Marked Today  
**Present 09:52am**

Lowest Attendance: 86%  
**8 English S2**

Highest Attendance: 97%  
**8 Multimedia S2**

Attendance Today

Unapproved Absences  
**0**

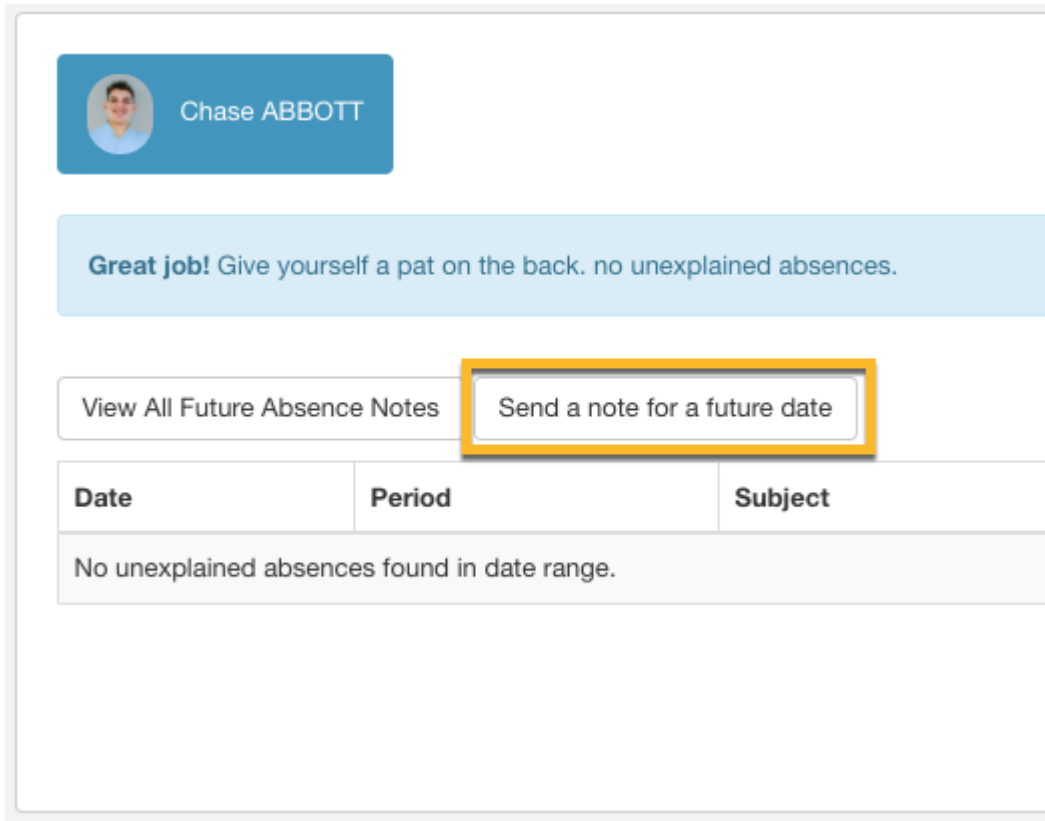
Approved Absences  
**43**

**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

I

Cancel

Save

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 (#)

*Last updated on October 30, 2022*

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