## **Absence Marking**

- Step 01: Login to School Digital (<u>www.schod.co.in</u>) using the username and password of the student for whom absence is to be marked.
- Step 02: Click on 'General' menu from the menu panel.



Step 03: By clicking on 'General' menu, the following screen will be opened.

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## Step 04: Click on 'Leave Entry' and the following screen will be displayed.

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Step 05: Select the dates of absence.

- Step 06: Select the Leave type Full Day, Morning only (AM), Afternoon only (PM) or Custom time. Custom time means being absent for a period of time in the school and it is allowed only for very urgent and serious reasons.
- Step 07: Enter the reason of absence.
- Step 08: Submit. Once you submit your leave request, it will be displayed in the listing.