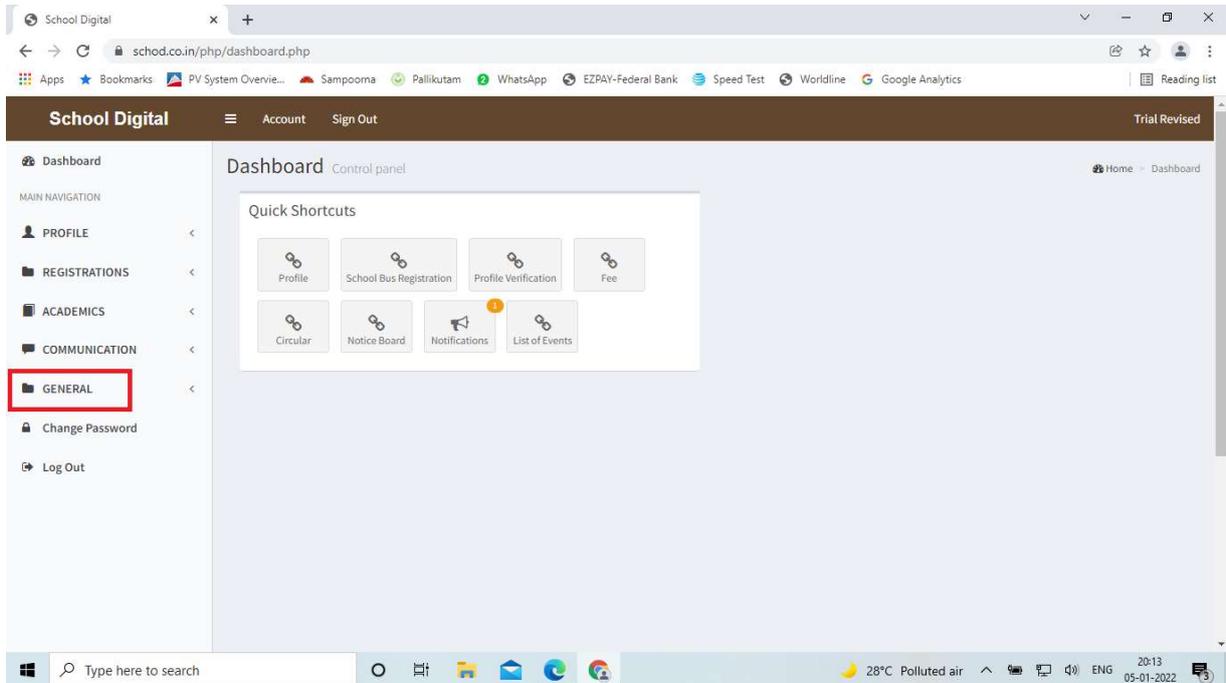


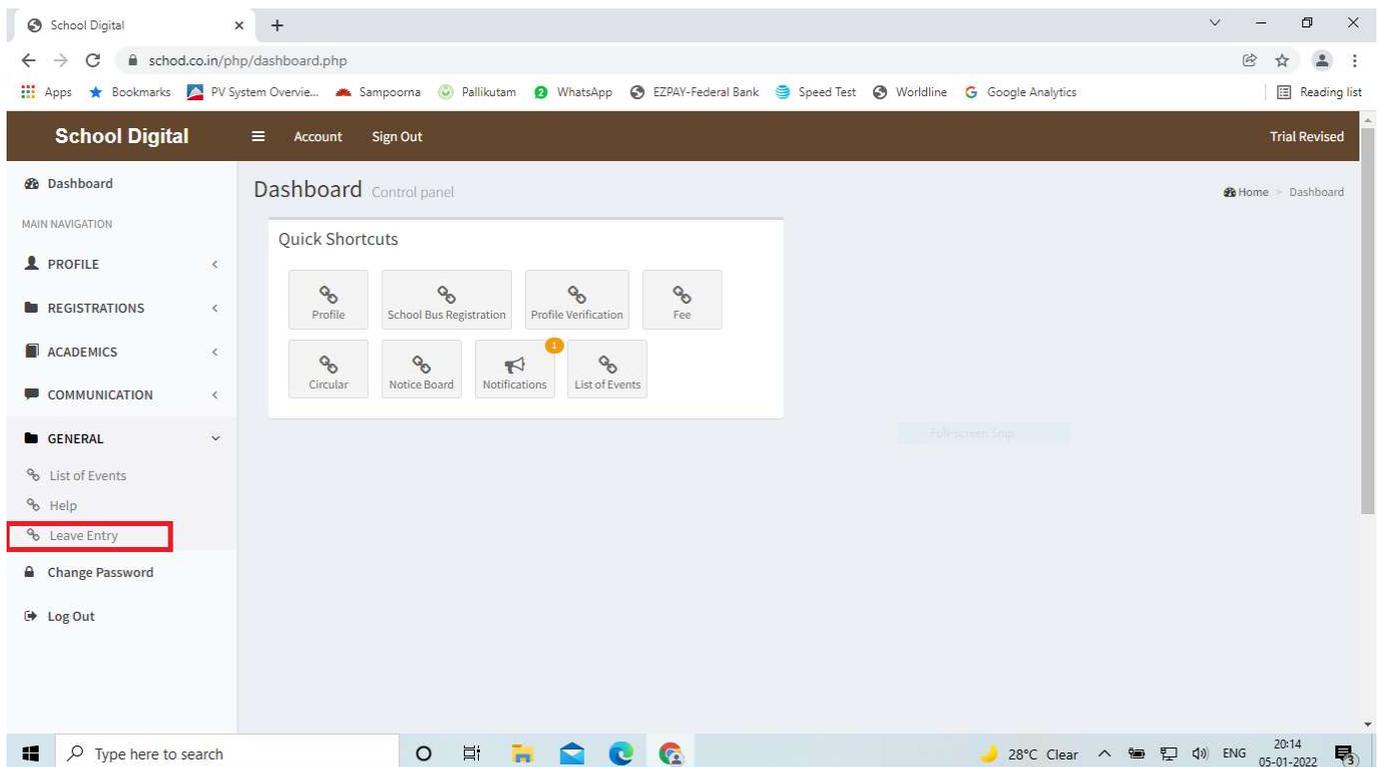
Absence Marking

Step 01: Login to School Digital (www.schod.co.in) 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.



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

The screenshot shows the 'Leave Entry' page in the School Digital system. The form has the following fields:

- Start Date:** 05-01-2022
- End Date:** 05-01-2022
- Mark Leave:** Full Day, AM, PM, Custom Time
- Reason:** Reason for leave

Below the form is a table titled 'List Leave Entries' with the following data:

#	Date of Leave	Time	Remarks
1	10-01-2022	Full Day	Fever
2	09-01-2022	Full Day	Fever
3	08-01-2022	Full Day	Fever
4	07-01-2022	Full Day	Fever
5	06-01-2022	Full Day	Fever

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.