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.
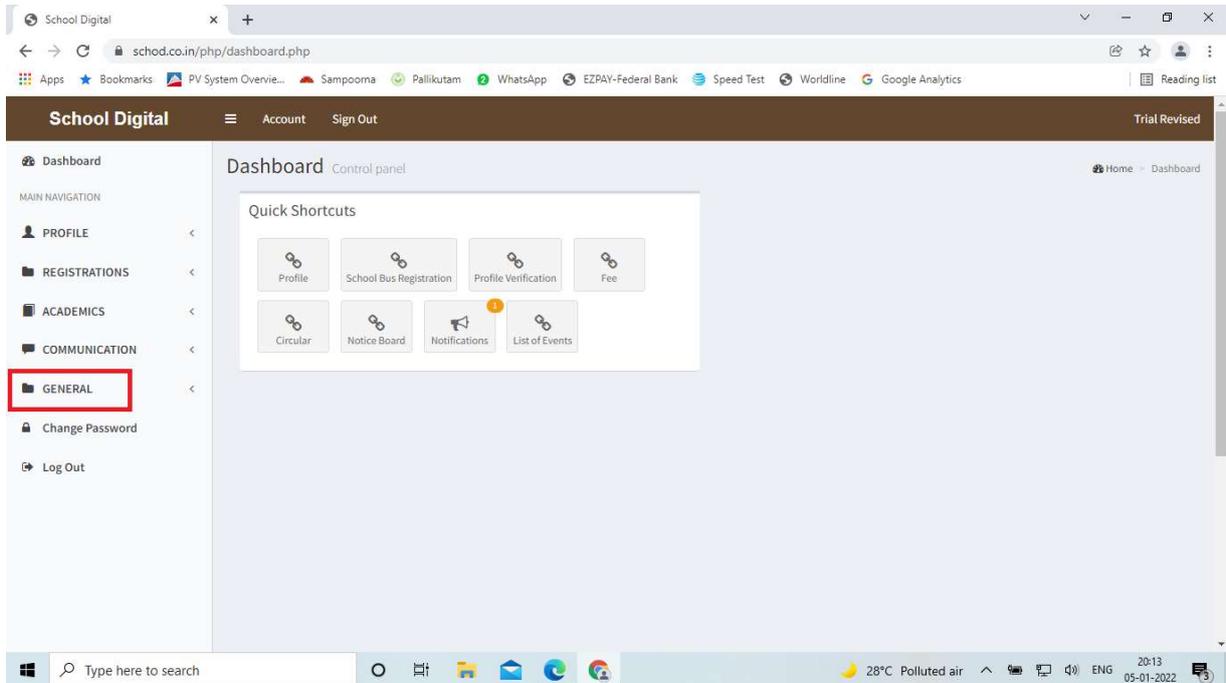
Step 03: By clicking on 'General' menu, the following screen will be opened.
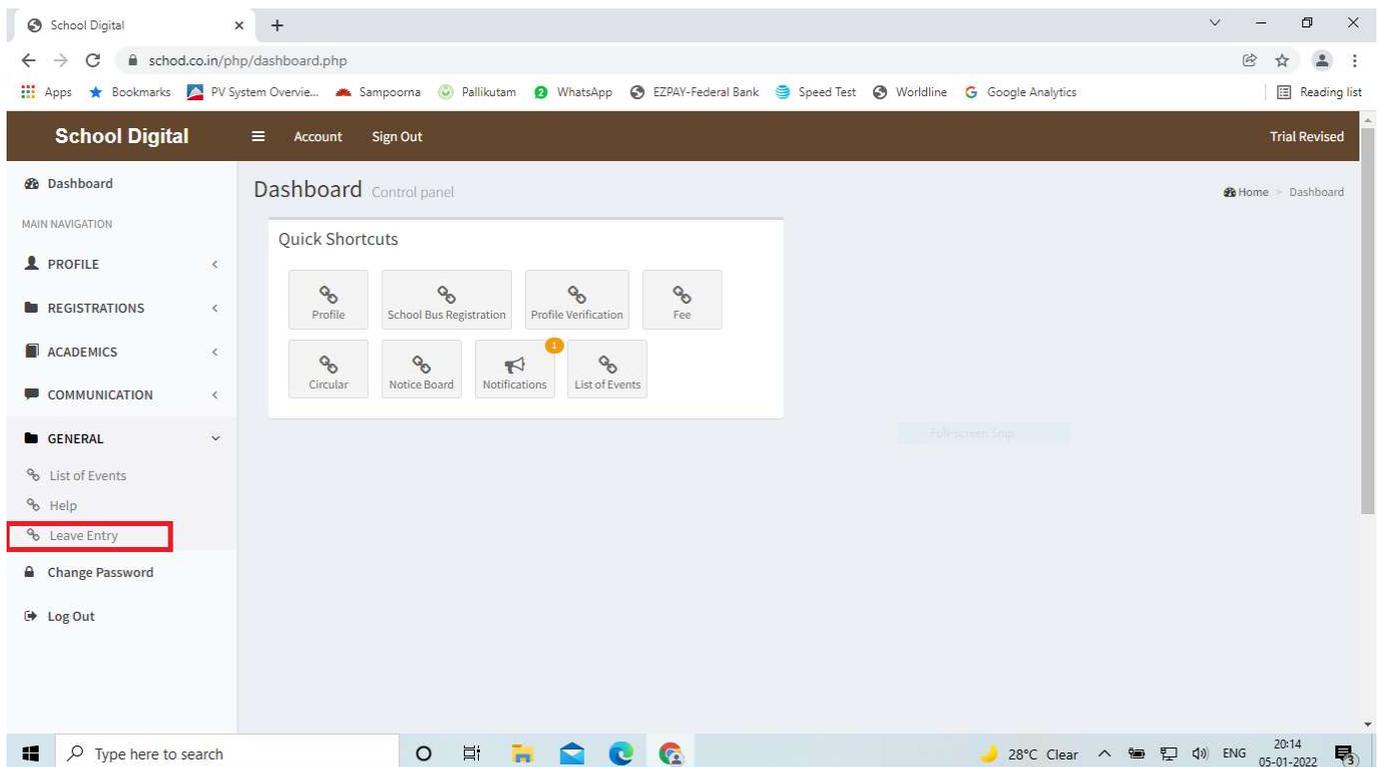
Step 04: Click on 'Leave Entry' and the following screen will be displayed.

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.