



# [www.schoolattendance.co.za](http://www.schoolattendance.co.za)

## How to use SchoolAttendance.co.za on your mobile device

1. Go to **www.schoolattendance.co.za** on your cell phone/tablet/laptop/PC.

2. Choose 1 of the following options:

- **Add an absence** on your register:

1. Press the [Class list] button
2. Select the absent learners for a specific date
3. Press the [Back] button
4. Check the dates
5. Repeat from Step 1 if necessary
6. Press the [Send] button
7. Wait for confirmation
8. Verify the additions
9. Press on [Back]
10. *Up to 8 absences can be added at a time*

StudNo	a/S	Date
10803	a ▼	08/02/2016
12354	a ▼	08/02/2016
10826	a ▼	08/02/2016
	a ▼	08/02/2016

- **Remove incorrect absences:**

- Select the learners using the [Class list] button
- Select the "-a" option below "a/S" next to the learner's StudNo
- Ensure that each absence's date is correct
- Press the [Send] button
- Wait for confirmation
- Verify the removals
- Press on [Back]
- *Up to 8 absences can be removed at a time*

StudNo	a/S	Date
10803	-a ▼	08/02/2016 X ⬇ ▼
12354	-a ▼	08/02/2016
10826	-a ▼	08/02/2016
	a ▼	08/02/2016

- **Send NIL** if you've got no absences:

- Select the "Zero absences" options
- Press the [Send] button
- Wait for confirmation
- Verify the result
- Press on [Back]

- *NOTE: NIL can/need only be sent for the current day and is optional*

- **Add sick notes** for absences:

- Select the learners using the [Class list] button
- Select the "S" option below "a/S" next to the learner's StudNo
- Select the first date of the group of dates the learner was absent
- Press the [Send] button

StudNo	a/S	Date
10803	S ▼	08/02/2016
	a ▼	08/02/2016
	a ▼	08/02/2016

- Wait for confirmation
- Verify the additions
- Press on [Back]
- *Up to 8 sick notes can be added at a time*

- **Remove sick notes** that were added incorrectly:

- Select the learners using the [Class list] button
- Select the "-S" option below "a/S" next to the learner's StudNo
- Select the first date of the group of dates the learner was absent
- Press the [Send] button

StudNo	a/S	Date
10803	-S ▼	08/02/2016
	a ▼	08/02/2016
	a ▼	08/02/2016

- Wait for confirmation
- Verify the removals
- Press on [Back]
- *Up to 8 sick notes can be removed at a time*
- *NOTE: An absence must be added first before a sick note can be added for that absence*

- **List the absences of a learner** for the current year:

- Select the option at the very bottom
- Select the "L" option next to it
- Enter the learner's StudNo into the space
- Press the [Send] button
- The learner's absences are displayed
- Press on [Back]

- *The absences of only 1 learner can be viewed at a time*

- **Register a new learner** in the school that was added to your class:

- Select the option at the very bottom
- Select the "N" option next to it
- Enter the new learner's StudNo into the space
- Press the [Send] button
- Wait for the entry screen
- *Only 1 new learner can be registered at a time*

A screenshot of a software interface. At the top, there is a yellow bar with the text "Zero absences" and a radio button next to it. Below this, there is a dropdown menu with "N" selected, followed by a text input field containing "10985" and the label "(StudNo)". To the right of these elements is a "Send" button.

- Enter the learner's surname, first names and gender
- Press the [Send] button
- Wait for confirmation
- Verify the addition
- Press on [Back]

A screenshot of a "New learner" entry form. The form has a yellow header with the text "New learner". Below the header are several rows of input fields: "StudNo:" with "10985", "Class:" with "095", "Surname:" with "Davids", "First names:" with "Henry John", and "Gender:" with radio buttons for "Male" (selected) and "Female". A "Send" button is located at the bottom of the form.

- **Deregister a learner** that left the school:

- Select the option at the very bottom
- Select the "D" option next to it
- Enter the learner's StudNo into the space
- Press the [Send] button
- Verify the deregistration
- Press on [Back]
- *Only 1 learner can be deregistered at a time*

A screenshot of a software interface. At the top, there is a yellow bar with the text "Zero absences" and a radio button next to it. Below this, there is a dropdown menu with "D" selected, followed by a text input field containing "10985" and the label "(StudNo)". To the right of these elements is a "Send" button.

- **Transfer a learner** from another class to your own:

- Select the option at the very bottom
- Select the "T" option next to it
- Enter the learner's StudNo into the space
- Press the [Send] button
- Verify the transfer
- Press on [Back]
- *Only 1 learner can be transferred at a time*

A screenshot of a software interface. At the top, there is a yellow bar with the text "Zero absences" and a radio button next to it. Below this, there is a dropdown menu with "T" selected, followed by a text input field containing "10902" and the label "(StudNo)". To the right of these elements is a "Send" button.

- **Determine the current register class** of a learner:

- Select the option at the very bottom
- Select the "?" option next to it
- Enter the learner's StudNo into the space
- Press the [Send] button
- The learners current register class will be displayed
- Press on [Back]

A screenshot of a software interface. At the top, there is a yellow bar with the text "Zero absences" and a radio button next to it. Below this, there is a dropdown menu with "?" selected, followed by a text input field containing "11569" and the label "(StudNo)". To the right of these elements is a "Send" button.