

# Marking Absences in iClassPro

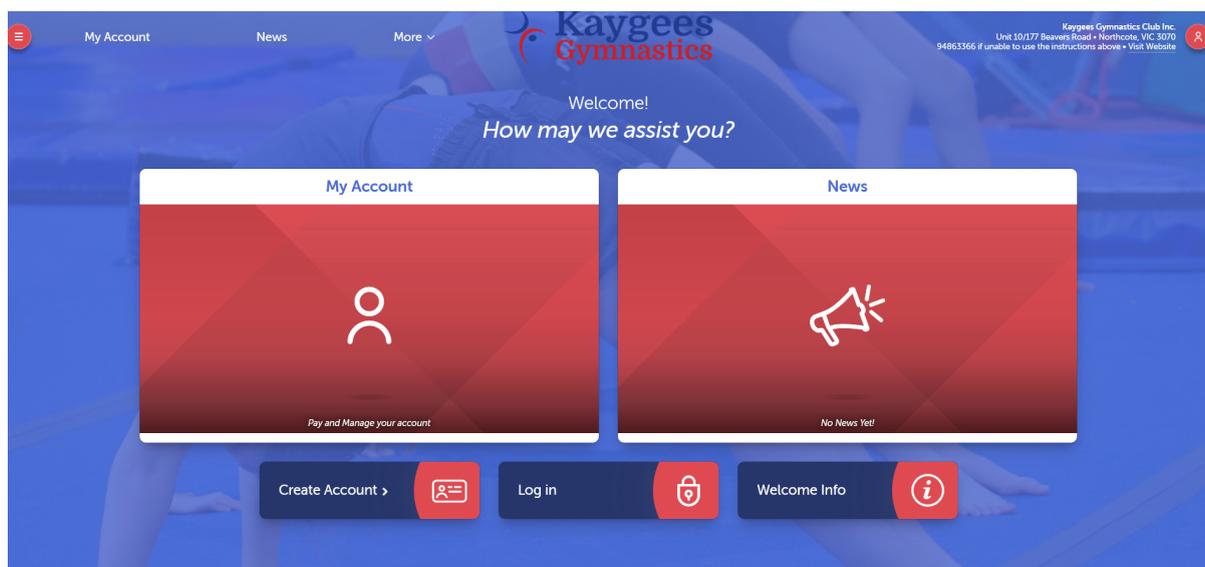
We are updating our make-up class policy and procedures. We are now asking that parents mark known absences in advance using the parent portal, which is also available as an app on your phone (IOS and Android). This is to ensure we know how many students will be in attendance for each class, as well as ensure spaces that can be used for make-ups become available for other students.

Of course, we are still able to record absences manually if you contact us via phone or email. In order to receive a make-up token, you must contact us within 7 days of your child's missed class. Failure to contact us within 7 days of the missed class means you will not be issued a makeup token.

**PARENT PORTAL:** Our current system is iClassPro, and our Kaygees Specific portal for computers can be accessed through our website.

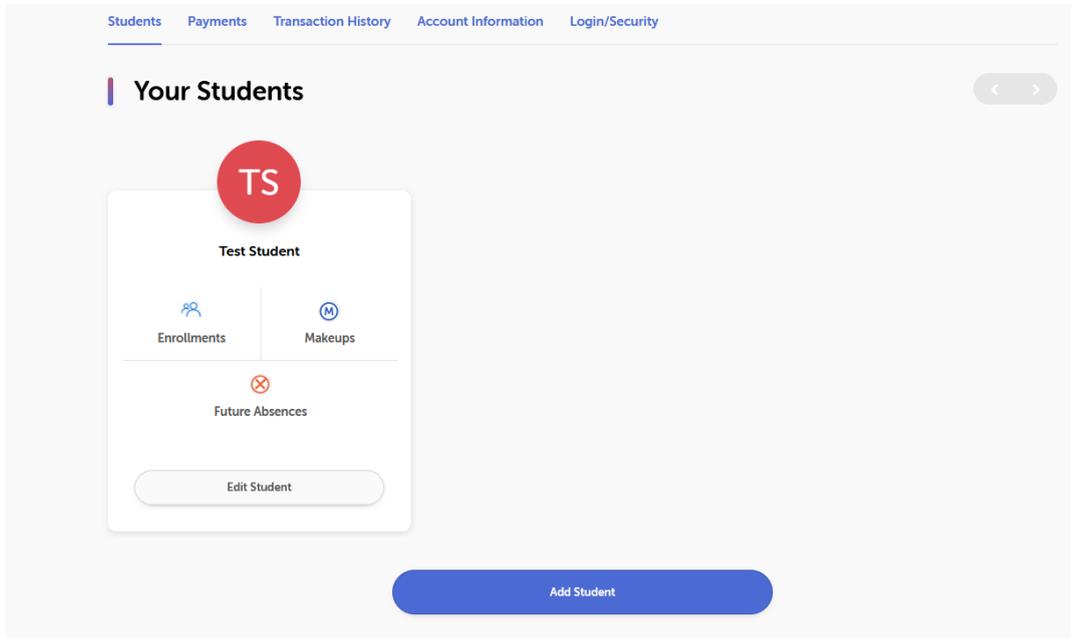
In the app, you will be asked to enter an organisation to login to, for this, enter Kaygees Gymnastics.

<https://app.iclasspro.com/portal/kaygeesgymnastics/>

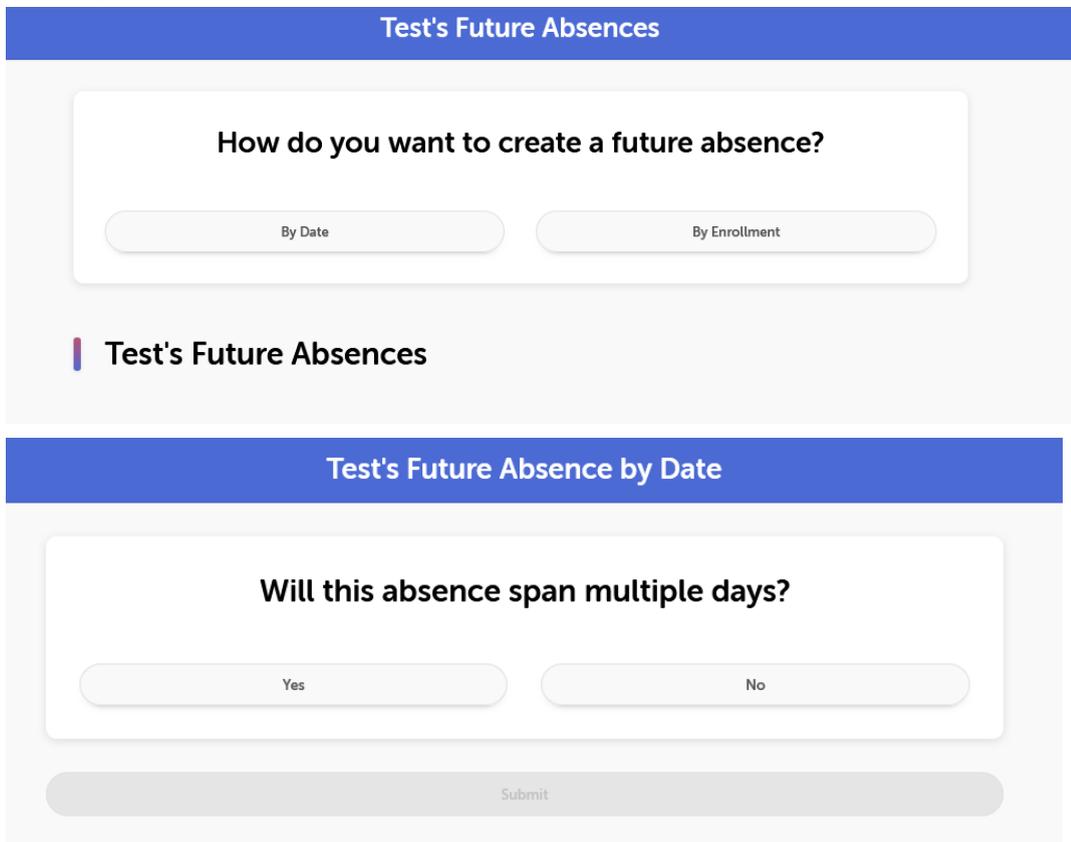


Once you're on our Parent Portal page, you will need to log in. If you have previously logged in to make payments, this is the same account. If you have not logged in before, you will need to reset your password. Your email will already be linked to an account, as we have taken this down when we registered your child for classes. To reset your password, click 'login', then click 'forgotten password' and enter your email to reset your password.

Once logged in, you will be able to see all students associated with your account on the home page.



To record a future absence, click 'Future Absences' for the relevant student. This can be done right up to the start of the class. Select absence by date.



Then select in the absence will be for one day or multiple days (eg. a week). If the absence will only be for one class, select 'No' and enter the date of the missed class.

### Test's Future Absence by Date

#### Will this absence span multiple days?

Yes  No

#### When will this take place?

*Expected absences must be submitted at least 4 hours in advance to be marked excused.*

07/09/2022

All Day

Leave an optional comment:

Submit

If the absence will be for 1 week or longer so multiple classes will be missed, select 'Yes' and enter the full date range of when the student will be absent.

### Test's Future Absence by Date

#### Will this absence span multiple days?

Yes
✔

No

#### When will this take place?

i
Expected absences must be submitted at least 4 hours in advance to be marked excused.

thru

All Day

All Day

Leave an optional comment:

Submit

Comments are optional. Click submit and the portal will take you back to the Future

### Test's Future Absences

7 Sep 2022	
Excused	Yes
Status	Approved
Comment	n/a

Absences page which will then show your student's upcoming absences.

**Using the ICP APP to record absences:**



Search the app store for the ICP App - icon looks like below:

Download the free app and when opened, it will prompt you to select an organisation. Enter Kaygees Gymnastics for this.

or, add another organization

Submit

Login or reset your password using the same instructions as above.

Absences can be recorded in the same way as above through the 'Account' tab on the app.

