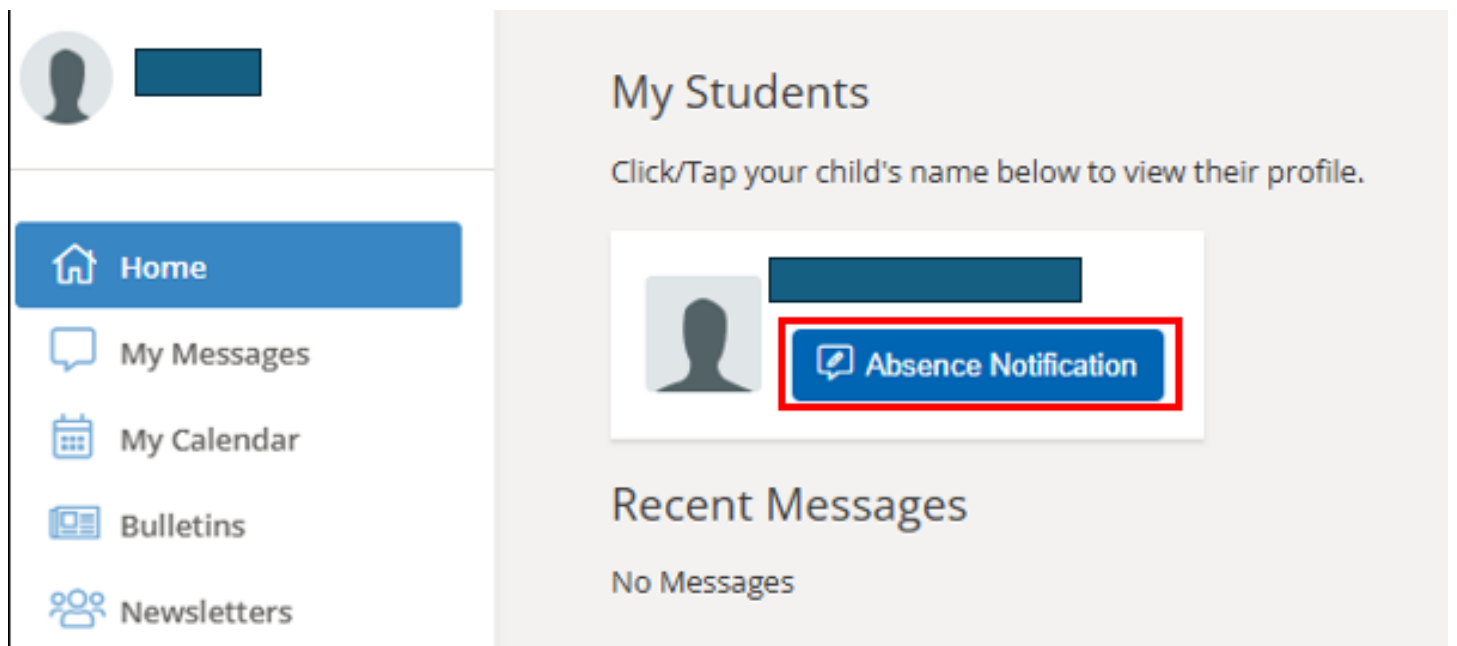


# Craigmore High School - Daymap Parent Portal

## Reporting an absence on DAYMAP

- 1) Login to the Daymap Parent Portal either via the app or web browser.
- 2) Once logged in you will see your student/s name. To add an absence notification, click on the 'Absence Notification' button.



- 3) You will be taken to another page/pop up screen. The student's name will be prepopulated.

**New Message**

Send Save Attach

Absent student(s): [Redacted]

Absent reason (Optional): Select absence reason ▼

Date: 13/02/2026 📅

Absence Notification for School

[Large text area for notification]

4) Select the reason for absence. The options are:

a. *Sick/Medical Appointment* – this can be used for when your student is unwell or attending a medical appointment

b. *Family* – this can be used for when your student is attending a non-medical appointment, will not be at school due to family reasons or will be late to school/leaving early.

5) Select the date your student will be absent. This will automatically populate today's date however this must be adjusted to the date you are reporting an absence for.

6) Write a reason for the absence (see purple box on image below) Please include the following

- Absence date
- Reason for absence e.g. unwell or arriving late
- Expected time for arrival/departure (if relevant)

E.g. 'Student is unwell so will not be at school on Monday 16 March' or 'Student will arrive at 9.20am today due to a medical appointment'. This is a highly important step.

7) Click 'Send' button to submit the absence and repeat for another student if needed.

**Please call the school on 8254 6522 if you have any questions or problems on submitting an absence for your student.**