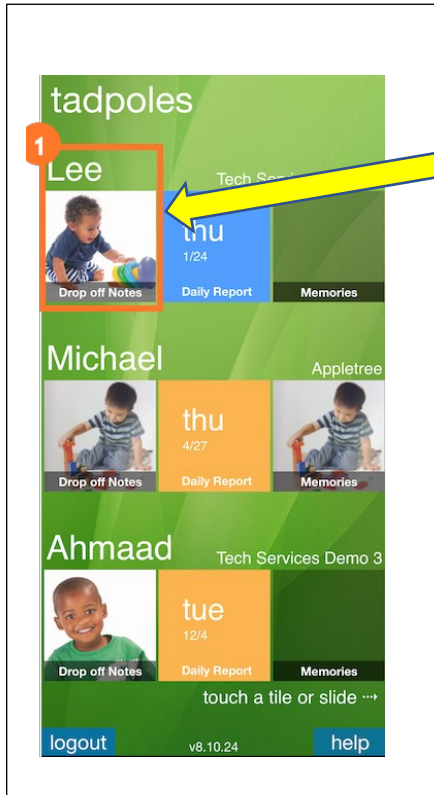
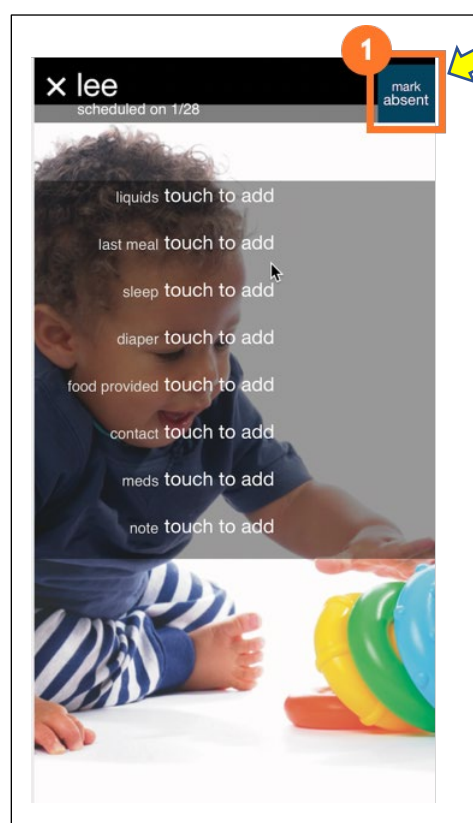


# Reporting Child Absences in Tadpoles

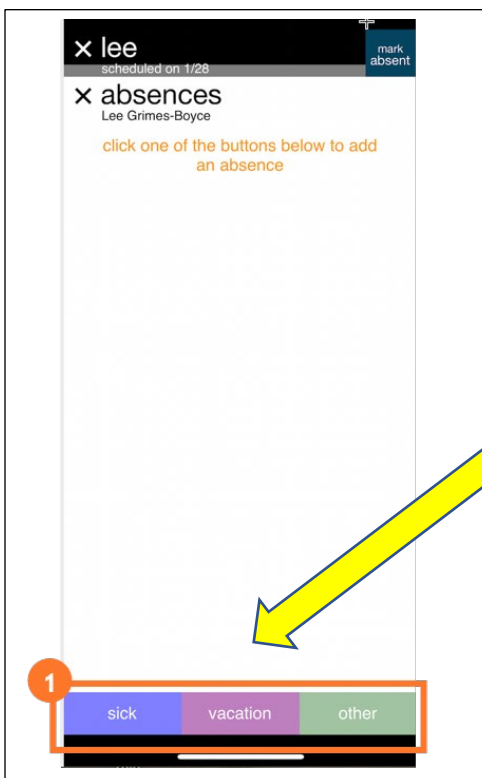


Log in to Tadpoles Parent mobile app.  
Select "Drop Off Notes"

Select "Mark Absent" in the upper right corner.



Select "sick," "vacation," or "other" to designate the type of absence or the reason for the absence.



lee  
scheduled on 1/28  
mark absent

**1** x add sick  
Lee Grimes-Boyce

first day out:  
Jan 28, 2019

returning on:  
Jan 31, 2019

sickness: ~ past  
Lee has strep throat.

**2** done reset

If "sick" or "other" was selected, enter the following information in the pop-up box (1).

Add a date to the "first day out" field.

Enter a date in the "returning on" field.

Enter the sickness the child is experiencing, or add additional notes about the absence.

Select Done (2) to save your changes and to send the absence to your child's school.

lee  
scheduled on 1/28  
mark absent

**1** x add vacation  
Lee Grimes-Boyce

first day out:  
Jan 28, 2019

returning on:  
Feb 2, 2019

**2** done reset

If you selected "vacation" enter the following information in the "first day out" and "returning on" fields (1).

Add a date to the "first day out" field.

In the "returning on" field, enter the date that you plan for your child to return.

Select Done (2) to save your changes and to send the absence to your child's school.

\*\*\* If you are recording a vacation that includes travel outside of DC, Maryland, and Virginia please also consult an administrator regarding return to school requirements.