



**CHELTENHAM
BOURNSIDE
SCHOOL**

MCAS

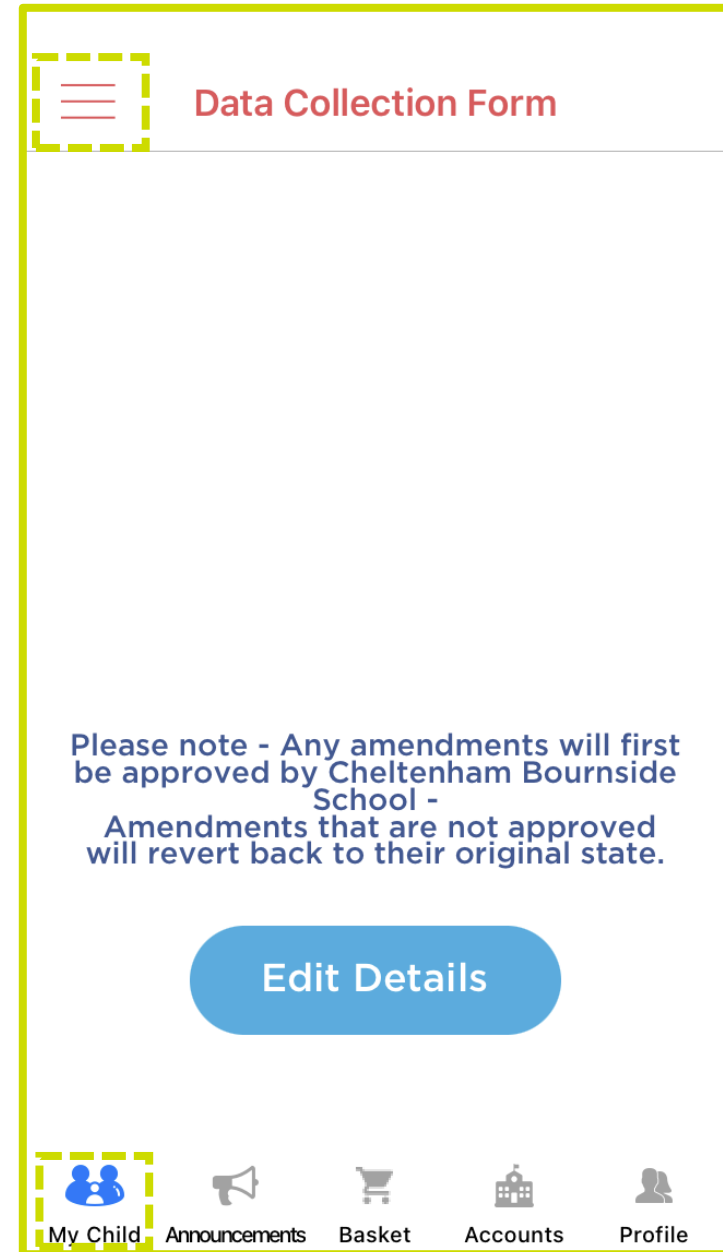
How to report an absence

Empowering lives through learning



How to report an absence

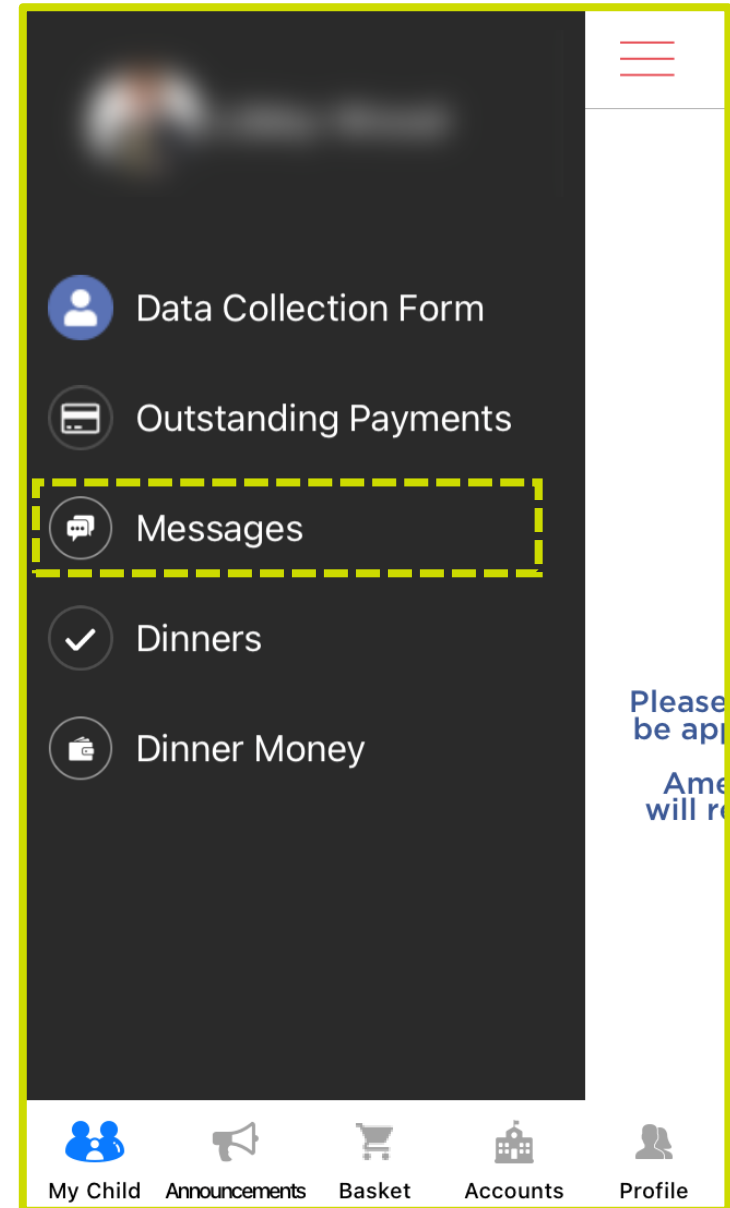
- Open the **MyChildAtSchool** app
- Make sure you have the **My Child** tab selected from the bottom bar
- Tap on the **Menu** button in the upper left corner of the screen

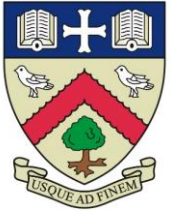




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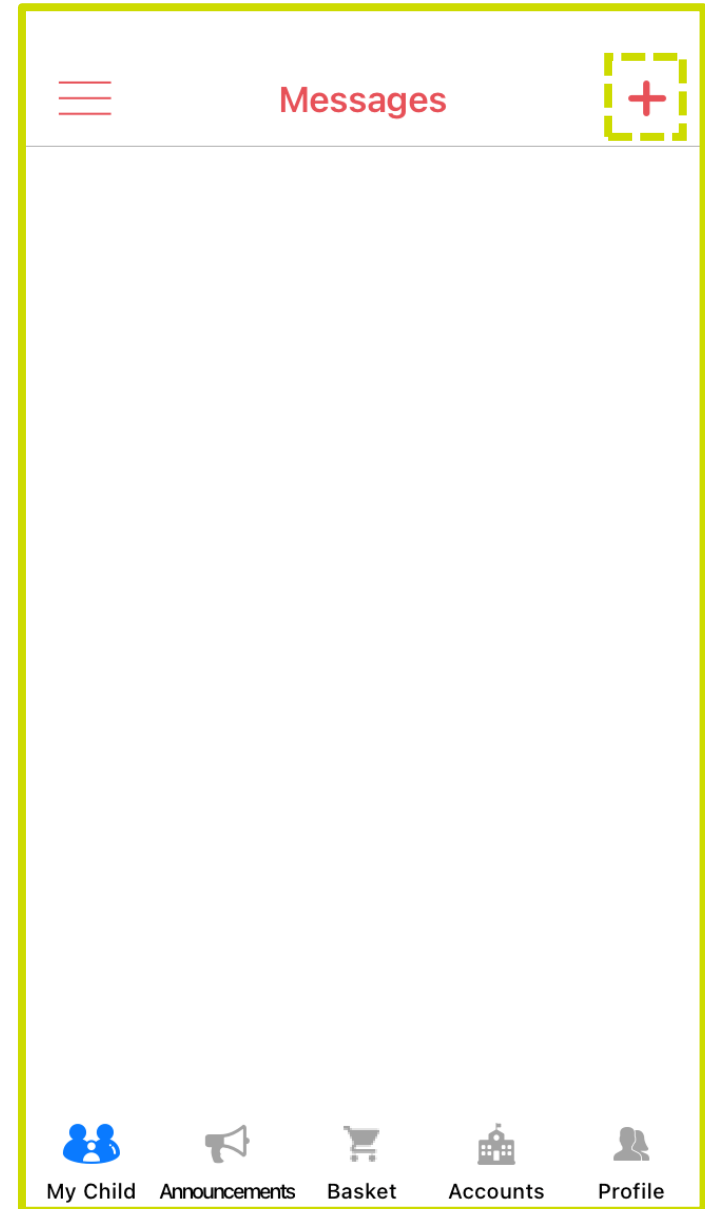
- Tap on **Messages**





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- Tap on the **+** symbol in the upper right corner

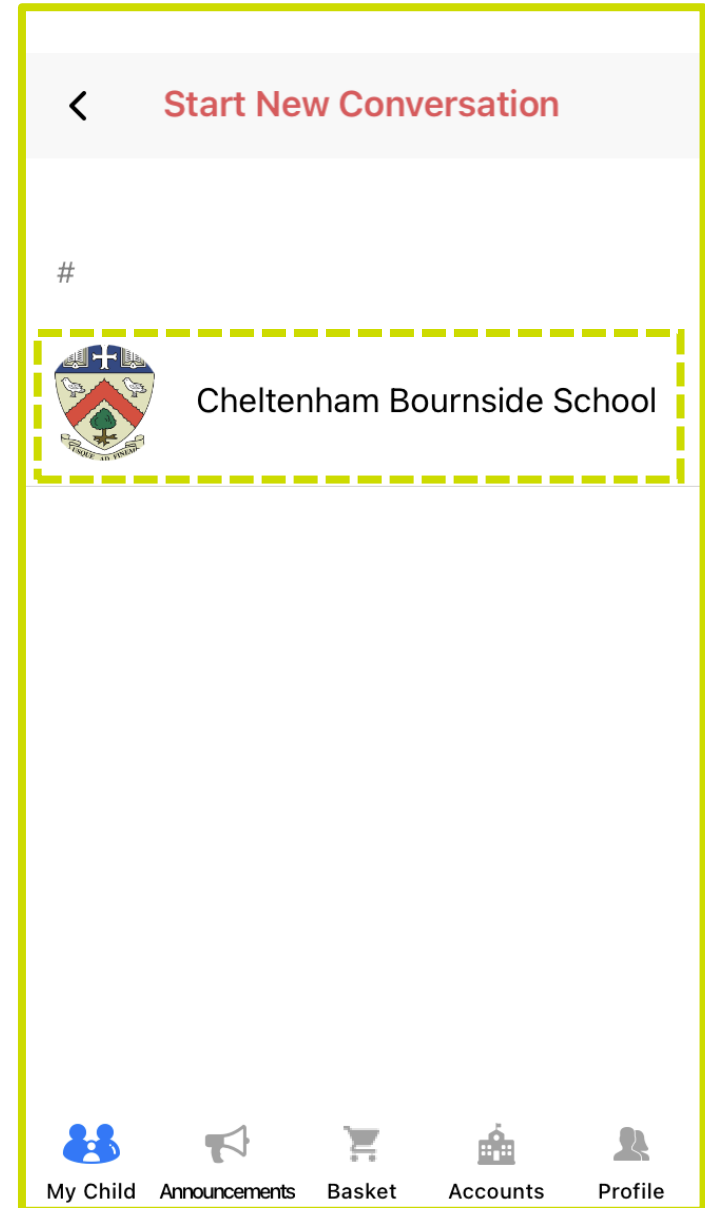


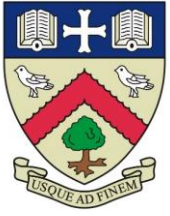


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How to report an absence

- Tap on the **Cheltenham Bournside School** contact from the list





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How to report an absence

- Type in your message in the **text box** near the bottom of the screen
- To send your message, tap the **>** symbol

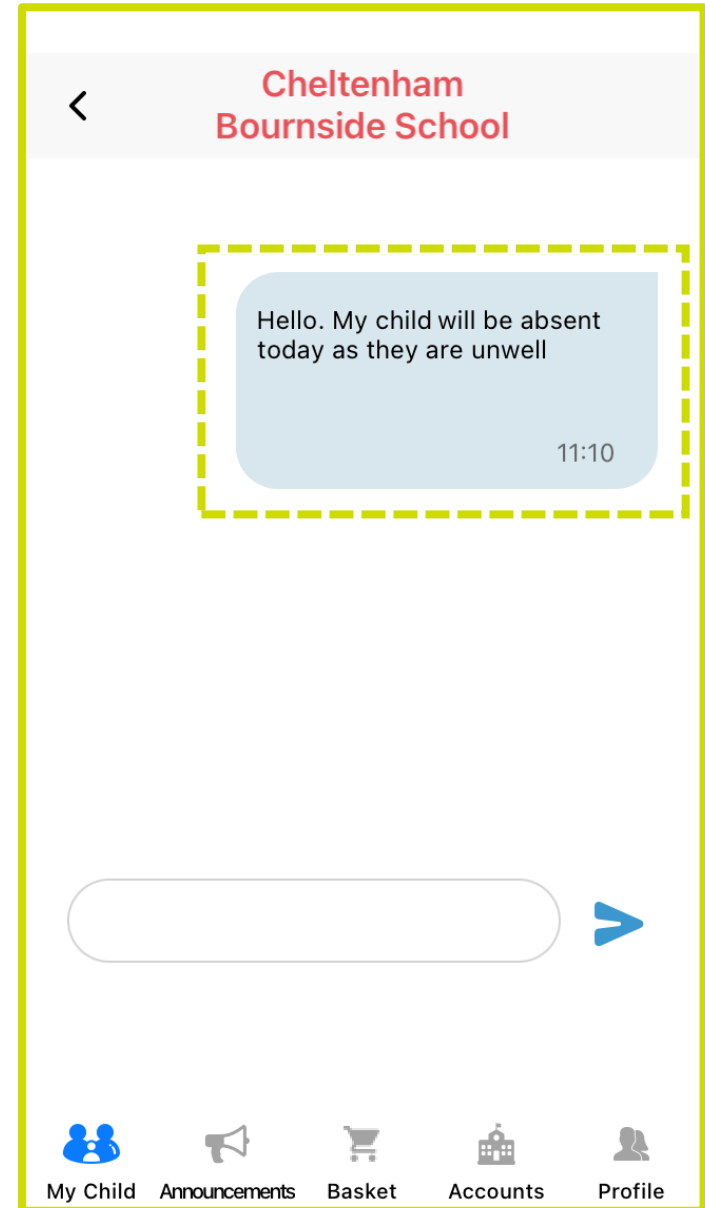




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How to report an absence

- Your message will now be displayed in the **message thread**
- You can send another message by repeating the **previous step**





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