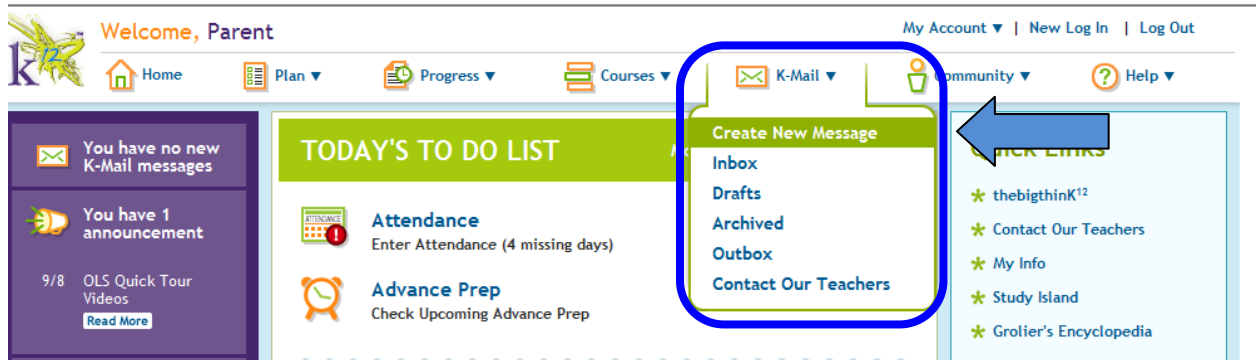


How to Submit an Absence Excuse to the Attendance:

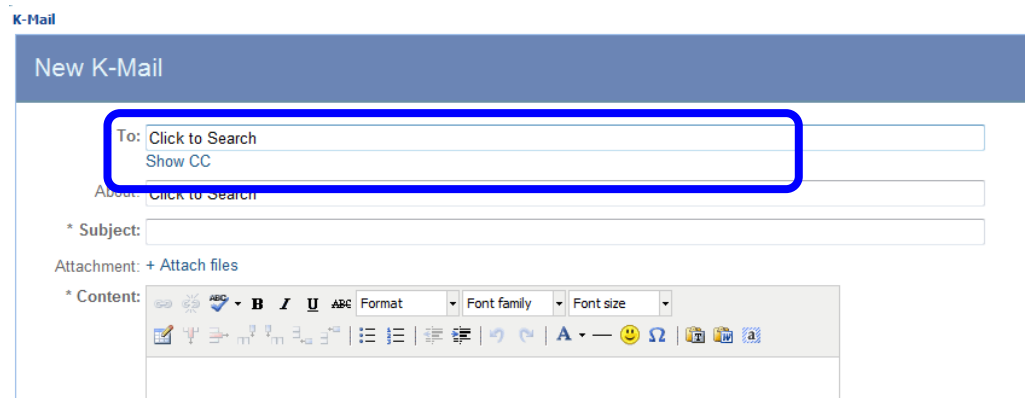
How to Submit an Absence Excuse to the Attendance Office from the Learning Coach Account

The learning coach is required to submit all absence excuses to the Attendance Office within 3 days of the absence.

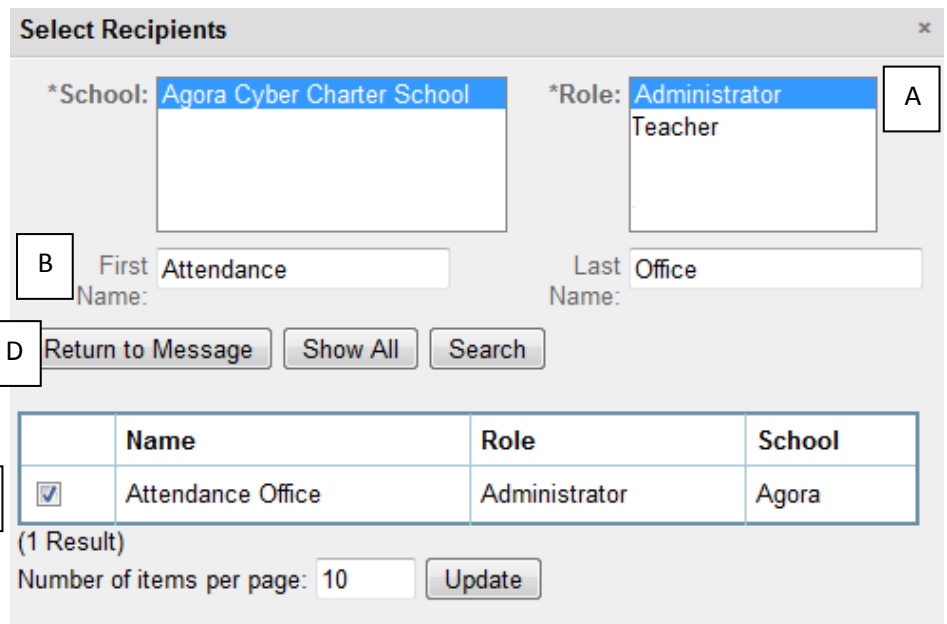
1. Go to www.agora.org and select OLS login. Enter your username and password.
2. At the OLS home page, select Kmail and Create New Message.



3. The New K-Mail screen will appear. Select **“Click to Search”** in the To: field to search for the Attendance Office.



4.
 - A. Select **Administrator** for Role
 - B. Enter **Attendance** For First Name and **Office** for Last Name
 - C. The Attendance Office name will display. Select the box next to Attendance Office and a check mark will appear.
 - D. Select **Return to Message**



5. Next select Show **CC** to copy your Family Coach.
 - A. Select **Teacher** for Role
 - B. Enter teacher's first and last name. You can also enter a few of the first or last name letters to search for the teacher.
 - C. The teacher name will display. Select the box next to the teacher's name and a check will appear.
 - D. Select **Return to Message**

* To:

 About:
 * Subject:
 Attachment: + Attach files

6.
 - A. Next to **About** select **Click to Search** to indicate who the kmail is in reference to.
 - B. At the **Select Students This Communication is About** screen select Search. Your students name should automatically appear. If not, enter the student first name and last name and select Search.
 - C. Select the box next to the student's name and select Return to Message

* To:

 * Subject:
 Attachment: + Attach files

Select Students This Communication Is About ✕

*School: *Role:

First Name: Last Name:

7. If you need to attach a document such as a doctor's note select **Attach files** to browse and attach your document.

* To:

 About:
 * Subject:

8. Before sending the message you must enter a **Subject** and **Content**. In the **Subject** area, please note your student's name and student ID#. In the **Content** area type the reason the student is being excused. You can use the rich text tool to edit your response.

The screenshot shows a web form for submitting an absence excuse. At the top, there is a header with the text "Attendance Office" and a link "Hide CC and BCC". Below this are fields for "About:", "CC:", and "BCC:". The "About:" field contains the text "Student Name Will Appear Here". The "CC:" field contains the text "Teacher Name Will Appear Here". The "BCC:" field contains the text "Click to Search". Below these fields is a "Subject:" field containing the text "Excused Absence". Below the subject field is an "Attachment:" field with a plus sign and the text "+ Attach files". Below the attachment field is a "Content:" field with a rich text editor. The rich text editor has a toolbar with various icons for text formatting (bold, italic, underline, text color, background color) and a large text area containing the text "Enter reason here".

9. Select **Send Now**. Once you have sent the message it will appear in your Outbox.

The screenshot shows the bottom of the K-Mail form. There is a light gray rectangular area above two buttons: "Send Now" and "Save As Draft".

Frequently Asked Questions

1. Who submits the absence excuse?

The learning coach is to submit via K-Mail all excuses (including medical) to the Attendance Office and CC: the Family Coach. Medical absences more than three days require a doctor's note to be submitted as an attachment via kmail.

2. Is there a deadline to submit absence excuses?

Yes. The learning coach or parent is to send a kmail to the Attendance Office and cc: the Family Coach within **three days of the absence**.