Leave application via SchoolSoft

How do I as a guardian send in the leave application?

1. When you want to apply for leave, go to Leave application under ATTENDANCE on the home page in SchoolSoft

2. In the leave applications view, you see information about who the leave application is going to and an overview of your applications submitted so far. You also see the number of days off granted so far during the school year for your child.

If you have several children, you must go to each child's page to send the leave application for each child. To submit the leave application, click on New application.
The black question mark contains information about what the different statuses on the leave application mean.
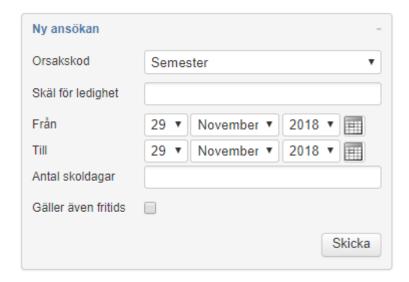
New=Newly arrived, not processed leave application.

treated=School leaders/Mentors need to investigate something before making a decision. **Awaiting response from other guardian**=Used if the principal requires both guardians to approve the leave application. When this status is set, the leave application is sent to the student's other guardian for approval.

Confirmed=The status shows that the other guardian has confirmed the application. **Not granted** =The status is set if the school does not approve the application. **Granted**= The status is set if the application is granted.
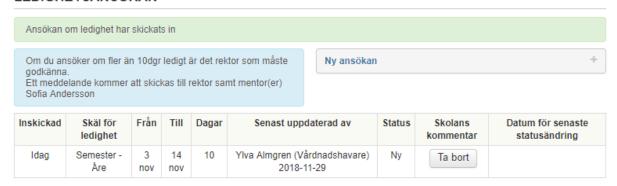
3. New application. Here you fill in the information regarding the leave application. The reason codes that are available to choose from are determined by the school. You specify your application in the free text column**Reasons for leave.**

If**Also applies to leisure time**is ticked, the child will also be reported absent from leisure time when the application has been granted.

4. You cannot change the submitted application but must delete it and create a new one should it become incorrect. At the top of the page, you will receive a notice that the application has been submitted. In the list you can see the current status of your applications.

When the school has processed your application, you will receive a message in your inbox under Messages in SchoolSoft. Go to ATTENDANCE> Leave application to see the status of your application.

If you are two guardians and the principal of the school requires that you both approve the application, the school will set the status**Awaiting response from other guardian**. In this case, the child's other guardian must log into SchoolSoft and confirm the application.

When the school approves your application, the child will automatically be notified of absence from the lessons that are on the days the application refers to. In the statistics, this absence is collected under**Leave application granted**and is counted as reported absence.

In the same way, the child will be reported absent if there are reported times for free time on these days.