**Submitting Student Absence Form Via School Website**

1. Go to our school website: [www.stmarnocksns.ie](http://www.stmarnocksns.ie)
2. Click on the orange tab ‘Student Absence Forms’ located at the top of the homepage
3. Click on the blue text: ‘Student Absence Online Form’
4. Complete the required fields
5. For the ‘class’ section, you will find a drop down menu of all the classes in the school. Choose the relevant class for your child e.g. Sixth Class A- Mr. Corkery. **Your child’s teacher’s email is not needed.**
6. Once all fields have been completed, hit the ‘submit’ button
7. You will receive a notification to say ‘Thank You. Your submission has been received’. Your submission is sent to your child’s teacher.