

Responsive Absentee



University of
HUDDERSFIELD

Inspiring tomorrow's professionals



You must have the explicit approval of a Dean, Associate Dean or HoD when applying this flag.

The responsive absentee flag should be applied very selectively and only to students who should not be followed up under the University's attendance monitoring policy and procedure, because of the existence of sensitive personal issues which it would not be appropriate to expect them to record through the normal processes for recording absence. This might apply, for example, in cases of very serious illness, extreme personal crisis such as the unexpected death of a near relative, or protective custody.

Steps

1. Click on “Create responsive absentee flag” option
 2. Enter Student Code
 3. Choose to Create New or select existing record and Edit
 4. Add or edit start, expected end and actual end dates and Notes
 5. Click Add or Update button to save changes
- Click Exit or Cancel at any stage to not save changes



1 Click on “Create responsive absentee flag” option

On the My Students home page within the “Responsive absentee flag” container

Responsive absentee flag

You must have the explicit approval of a Dean, Associate Dean or HoD when applying this flag.

Create responsive absentee flag **new!**

2 Enter Student Code e.g.

Enter student code to begin	
Student code	0768207

If you do not have the student code contact your school’s student administration office



3 Choose to Create New ...select existing record and Edit.

No.	
<input type="radio"/> 1	Resp
<input checked="" type="radio"/> 2	Resp

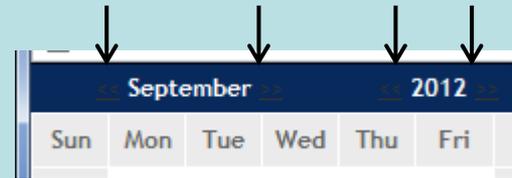
4 Add or edit start, expected end and actual end dates and Notes

Create student absence record	
Responsive absentee flag	The responsive absentee flag should be applied very select monitoring policy and procedure, because of the existence through the normal processes for recording absence. This unexpected death of a near relative, or protective custody
Start date	<input type="text" value="10/11/12"/>
Expected end	<input type="text" value="11.11.11"/>
Actual end	<input type="text" value="121111"/>
Notes Do not log any sensitive student information here	<input type="text" value="Non-sensitive data notes, e.g. approved by Dean 13 Nov 2012 paisjd2"/>

Add or edit dates in any of shown formats and any notes

These two fields are mandatory

Or use calendar widget. To change month or year there are clickable controls just to the sides of the month and year



5 Click Add or Update button to save changes