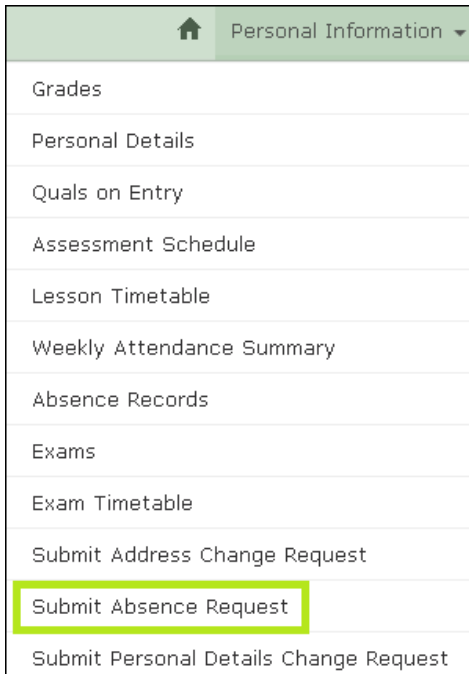


Reporting Absence

If you will not be attending college when you are due to attend, you must report this through your ILP.

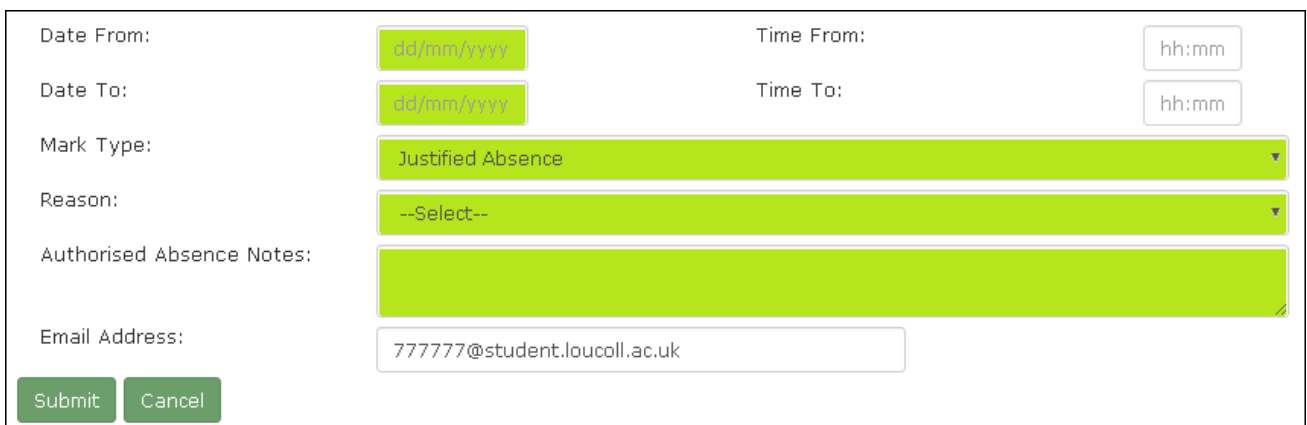
Log in to your ILP, and Select **Submit Absence Request** from the **Personal Information** menu at the top of the screen.



A screenshot of a web application's 'Personal Information' menu. The menu is a vertical list of items, with 'Submit Absence Request' highlighted in a yellow box. The items in the menu are: Grades, Personal Details, Quals on Entry, Assessment Schedule, Lesson Timetable, Weekly Attendance Summary, Absence Records, Exams, Exam Timetable, Submit Address Change Request, Submit Absence Request, and Submit Personal Details Change Request.

On the following screen, complete the following fields.

- Date From** First day you will absent
- Date To** Last day you **expect** to be absent
- Mark Type** Must be **Justified Absence**
- Reason** One option must be selected, which may be **Other** if there is no suitable option
- Notes** Further details of reason for absence. Must be completed



A screenshot of the absence request form. The form contains the following fields: 'Date From:' with a date input field showing 'dd/mm/yyyy'; 'Date To:' with a date input field showing 'dd/mm/yyyy'; 'Time From:' with a time input field showing 'hh:mm'; 'Time To:' with a time input field showing 'hh:mm'; 'Mark Type:' with a dropdown menu showing 'Justified Absence'; 'Reason:' with a dropdown menu showing '--Select--'; 'Authorised Absence Notes:' with a large text area; and 'Email Address:' with a text input field showing '777777@student.loucoll.ac.uk'. At the bottom of the form are 'Submit' and 'Cancel' buttons.

If you are absent for full days, you can leave the time blank. If you will only be absent for half a day, you can specify **Time From** and **Time To**. This uses a 24 hour format, so 1pm would be 13:00.

The notification of when your request has been processed will be sent to your college email address.