

8th September 2025

Re – Absences

Assalaamu Alaikum Wa Rahmatullahi Wa Barakaatuh,

Dear Parents,

We would like to inform you of the procedure for reporting student absences to ensure that all absences are logged correctly.

Absence Reporting Procedure:

All absences **must** be logged through the **Parent Portal**.

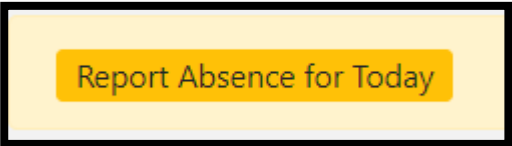
Each day your child is absent, (unless agreed) it is essential to report the absence

Reporting absences via phone calls, SMS and WhatsApp is no longer an option.

P.S – WhatsApp is no longer being used for Madrasah administrative purposes.

How to Log an Absence:

Once logged into the Parent Portal, you will see a button labelled "Report Absence for Today." Simply click this button to submit the absence.



Report Absence for Today

Alternatively, you can go to the side menu, select "Contact," and choose "Contact Administration" to report the absence.



Contact Administration



Contact Teacher

Holidays requests:

If your child will be away for an extended period due to a holiday or a medical procedure, please ensure you submit a "Holiday Request". All absences must be notified in advance.

Portal Access:

If you do not have access to the Parent Portal, please inform the administration **as soon as possible** or visit the office between 5:30pm - 7:00pm to resolve this.

We receive notification from the administration function of the portal for parents who do not access the portal or do not read the messages from the madrasah.

We will invite such parents for a meeting and if the issue is not resolved and parents do not engage with the madrasah, their child's application will have to be terminated.

If you have any questions or need further information, please feel free to contact us.

We thank you for your continuous support and cooperation.

Jazakallahu Khaira

Administration at Maahadus Shuhada