

“Out of school” online registration



1. Login to the [Parent Portal](#)
2. Select the „Out of school“ icon
3. Select the name of the student
4. For late arrival , please tick late arrival box and indicate approximate time of absence

For one day absence, please key in time as follow:

- From 8:30 to 15:40 (Mondays to Thursdays)
- From 8:30 to 14:00 (Fridays for Early Years, Elementary School and Middle School) -
From 8:30 to 15:40 (Fridays for High School)

For absences longer than one day please tick “Long Term Absence” and specify first and last day

5. Select a reason of absence, provide further information in “Notes” if necessary
6. Click “Submit”

Please ignore the box “Accompaniment Needed”

Once the absence information has been submitted, the FIS front office will first approve or decline the request and then in accordance with the FIS absence policy and the Section Principals will validate the absence status: “Excused” or “Unexcused” which will be visible in the view attendance section.

An approved request does not automatically mean an “Excused absence”.