

“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 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.

For late arrival, please tick late arrival box and indicate the approximate time of absence.

For early pick up, please use the “From” box to indicate the pickup time.

5. Select a reason of absence, provide further information in “Notes” if necessary. “Notes” should be kept as brief as possible.
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 will then, in accordance with the FIS absence policy and the Section Principals, 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”.