

## How to process absence requests

- 1) Click the arrow next to your name in the top right corner of the Weduc platform.
- 2) Select 'Absence Reports.'
- 3) Click the arrow next to 'Pending' to view the report.
- 4) Click on 'Attachments' (if there are any) to view or download any additional documentation that has been submitted.
- 5) Click on 'Select Register Code' to choose the appropriate code.
- 6) Click on 'Add Reason For Absence Notes to MIS Register' if you wish to edit the absence notes to make them more suitable for submission to the MIS register.
- 7) Click 'Submit to MIS' to submit to your MIS.
- 8) Click the pencil icon and choose from the drop-down menu to change the status of the report to 'Processed'.
- 9) Click 'Save'.

