



Absence reporting and CSN policy

To Legal Guardian

The attendance reporting service "Skola 24" sends the Legal Guardian an e-mail regarding the student's absence after each day. It will also be used for other absence matters, such as notification of illness etc that happens during the school day. To sum up, this service gives the Legal Guardian all absence information emerging during daytime, but also gives a confirmation of a notification of illness made in the morning. Please note our new **CSN policy** included in this information package.

For a legal guardian to have access to a student's absence report; the legal guardian needs to state their name, personal identification number and email address. The information will be transferred to the Skolstaden absence report system "Skola24" as soon as possible.

Once the details have been registered in the system, the username and password will be sent directly from Skola24, to the email address stated below.

Please fill in the following information to **certify that you have read and understood the terms of the CSN policy**. If you are not interested in following your students schooling continuously, via emails, please check the box further down.

Student

Class

Legal guardian 1

Personal id. no. (10 digits)
(legal guardian 1)

Email address (legal guardian 1)

Legal guardian 2

Personal id. no. (10 digits)
(legal guardian 2)

Email address (legal guardian 2)

I/We do not want to register in the absence report system Skola24

Signature (legal guardian 1)

Signature (legal guardian 2)

NB! Student above 18 years of age can, by signing this form, approve that the above stated person/s can have access to the absence report system and that personnel within the school may contact the person/s regarding the student's absence, courses which the student may not pass and general information from the school.

Signature, student 18 years or older

Return the form to the mentor.