



International School of Helsingborg

Absence reporting

In case of illness or other absence, parents are requested to report it via the following phone numbers: For an English speaking service: **0515-869 46**. For a Swedish speaking service (meddelande på svenska): **0515-777 604**

A touch tone phone is necessary. The report will be entered directly into the database for the absence report system Skola24. The same phone number is used for all students in PYP, MYP and Diploma and the number can also be found under "**Absence reporting**" on the homepage (www.helsingborg.se/internationalschool).

When you call to make an absence report, please have the 10 digit personal registration number at hand. **Please note** that after the registration is complete, a confirmation will be given. The registration will be cancelled if the phone call is interrupted before the confirmation is given.

Please note that the report needs to be done before 12 noon, for the report to be valid for that same day. The report has to be done **daily** during the whole period of absence.

Parents do not need to have an account with Skola24 to be able to register a report via the phone. The only thing needed is a touch tone telephone. If you, as a parent/legal guardian wish to see your student's attendance, you can get access to the absence report system by filling in the form on the following page. **The form shall be signed and returned even if you as a parent/legal guardian do not wish to register with the service.**

Leave

A parent can apply for a leave from school for a student by filling in the form "**Request for absence**". The application shall be made via the student's mentor. For extended leave of 3 days or more the Principal must also approve the request for absence.