



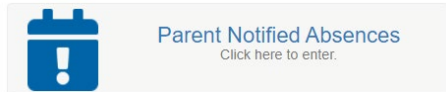
Adding a Parent Notified Absence (PNA)

Please note a PNA can only be entered up until 8.55am on the day of the absence. After 8.55am, you must call the school office on (03) 5448 4280 to notify an absence.

Only single day absences can be entered via PAM, multi-day absences (e.g. family holidays) must be notified to the school office via phone or email (office@hrwhitehills.catholic.edu.au)

PAM

- Open & Log into PAM
(See *Logging into PAM* instructions if needed)
- Click on the *Parent Notified Absences* box



Simon Everywhere

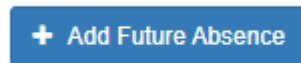
Please note, the app may differ slightly between android and apple phones. Instructions were made using an android phone.

- Open the SIMON Everywhere App
- Click on the *Absences* button under the *Holy Rosary Primary School (PAM)* header



On Both PAM & SIMON Everywhere

- Click the blue *Add Absence* button (before 8.55am) or *Add Future Absence* button (after 8.55am)



- Complete the details in the Add Absence window and click the green *Add* button



NOTE: Parent Notified Absences can also be accessed via the menu icon on the top right corner of the screen if needed.

