

HOW TO MAKE A STUDENT ABSENCE RETURN ONLINE



go to www.schoolreturn.ie

enter your **Username, PIN and Password**

Call the Education Helpline 1890 36 36 66 if you need to have these reissued.

STUDENT DATABASE

<i>First steps - check that students to be reported are on the student database</i>	<ol style="list-style-type: none"> 1. Click 'Find a student' - under 'Student Manager'. 2. Click 'All Classes'. 3. If student is not on the database, click NEWB logo to return to main screen.
<i>Add a student to database</i>	<ol style="list-style-type: none"> 1. Go to Student Manager, click 'Add a Student'. 2. Enter student details, parent details and 'Save'. 3. Click NEWB logo to return to main screen.

CREATING AND SUBMITTING RETURN

<i>Submitting 1st return in current school year</i>	<ol style="list-style-type: none"> 1. Click 'Create a new return'. 2. Students need to be added to the return from the database by clicking 'Add more students'. 3. Select the students to be included in the return by ticking the box beside each name. 4. Click 'Add selected to return' at bottom of screen.
<i>Completing the return</i>	<ol style="list-style-type: none"> 1. Enter the number of days absent in each category (A) to (G) for the period in question. <i>(The system automatically calculates the total of absences for each student and these can be viewed when the return is finished).</i> 2. Enter any relevant comments. 3. If you are not yet ready to submit the return click 'Save for later' to prevent loss of data. Click NEWB logo to return to main screen. Click 'create new return' when you are ready to complete this return. 4. When making a large return 'Save for later' should be used at approximately 15 minute intervals to prevent loss of data.
<i>Submitting the return</i>	<ol style="list-style-type: none"> 1. Click 'Finished' button. 2. Click 'Submit to NEWB' on next screen.
<i>Submitting 2nd, 3rd, 4th return</i>	<ol style="list-style-type: none"> 1. Click 'Create a new return' <i>(The names of the students who have been reported in the current academic year will automatically appear in the return).</i> 2. If new students need to be added, follow instructions above. 3. Enter the cumulative number of days absent in each category (A) to (G), i.e. (from start of year).
<i>No students to report</i>	<ol style="list-style-type: none"> 1. Go to 'Create a new return'. 2. Click 'Finished'. 3. Click 'Submit to NEWB'.

The website will acknowledge that your Absence Report has been submitted.

If you have any queries about your Absence Report, please consult our online guidelines on www.schoolreturn.ie, or call the Education Helpline on 1890 36 36 66.