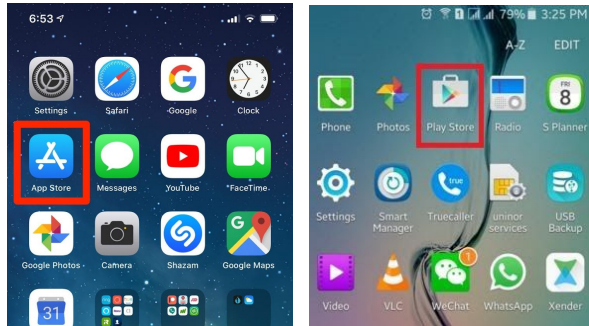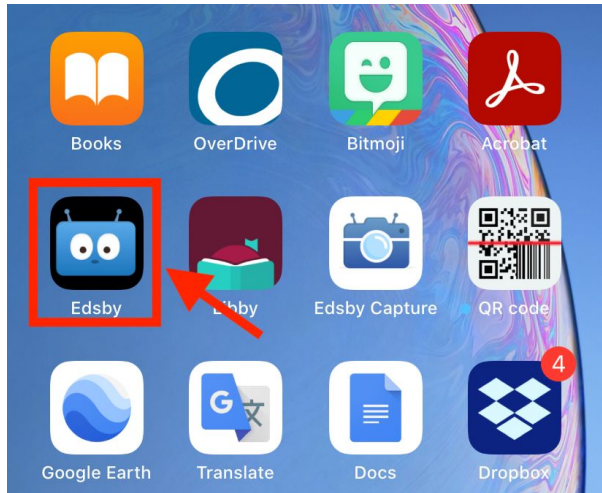**Reporting Absences Using the Edsby App for Mobile Devices**

Families can use the Edsby app on their mobile devices (like a smartphone or tablet) to inform their child's school of an absence. Family members can report whole day, partial day, future and multi-day absences through the Edsby app.

Family members must have an Edsby account in order to report absences. If you do not have an Edsby account please review the steps on how to create an Edsby account.

Families will need to download the Edsby app on their mobile device from the iOS store or the Google Play store.

Reporting an Absence Using the Edsby App On a Mobile Device Instructions

Step-by-Step Instructions	Visuals
1. Download the Edsby app on your mobile device through the iOS store or the Google Play store.	
2. Open the Edsby app.	

3. Enter the server name 'yrdsb' and then tap 'Go!'.	To get started, enter your Edsby server address. It's a special code unique to your school or district in the format of "xyz.edsby.com". Don't know it? Ask your school for it. yrdsb .edsby.com Go!
4. Enter your username and password and then tap 'Log In'. Your username is the email address you have given to your child's school and your password is the one that you created when you activated your Edsby account. If you have forgotten your password, please use the 'Forgot Password?' link on the log in page of Edsby. If you have forgotten which email address is on file, please contact your child's school.	Sign in to **York Region District School Board** parent@email.com ●●●●●●●● Log In Forgot Password? Choose Another Server
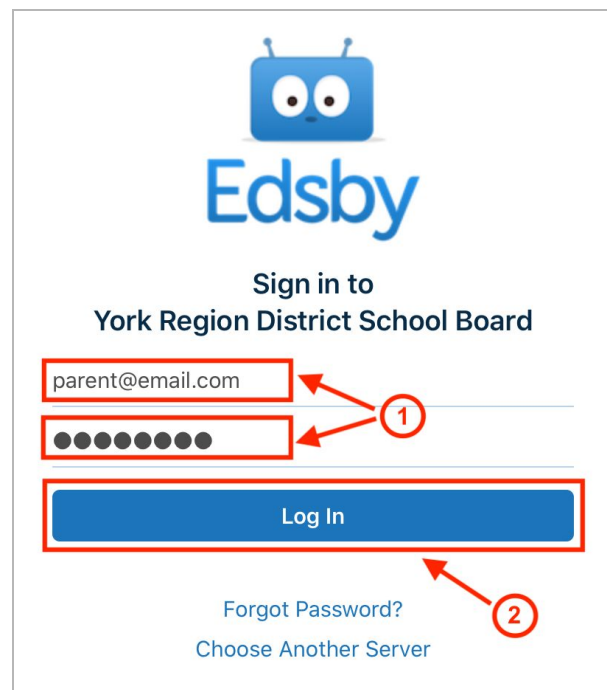
5. If you are reporting an absence on the *current day* and your child is going to be away for the *whole day*, tap the 'Absent Today' button on the Edsby Home screen. This will open the Planned Absence form.

   The name of your child will be automatically filled in the form.

   Select a reason for the absence by tapping on the drop-down menu.

   The Comment is optional.

   When the form is complete, tap 'Send to School Office'.

   Your child's school office will review the submitted absence and approve it.

6. If you are reporting *partial day*, *future* and *multi-day absences* tap the 'Plan an Absence' button on the Edsby Home screen.

   This option should be used if you are reporting a *partial day absence on the current day* or if your child is going to be absent at a time other than the current day.

   After tapping on the 'Plan an Absence' button, the Planned Absence form will open.

   Fill out the form by specifying the dates and times the child will be absent for and providing a reason. The comment is optional.

   When finished, tap 'Send to School Office.'

   Your child's school office will be notified and can approve the Planned Absence.