

MCAS How to report an absence

Empowering lives through learning



MCAS How to report an absence

- Open the MyChildAtSchool app
- Tap the **Messages** tab in the lower-right corner
- [A] If you haven't previously used this: tap the New Message button in the upper-right corner, then tap Cheltenham Bournside School on the contact list
- **[B]** Otherwise: you should see the existing message thread which you can tap on in the middle





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- Type in your message in the **text box** near the bottom of the screen
- To send your message, tap the > symbol





CHELTENHAM BOURNSIDE SCHOOL

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