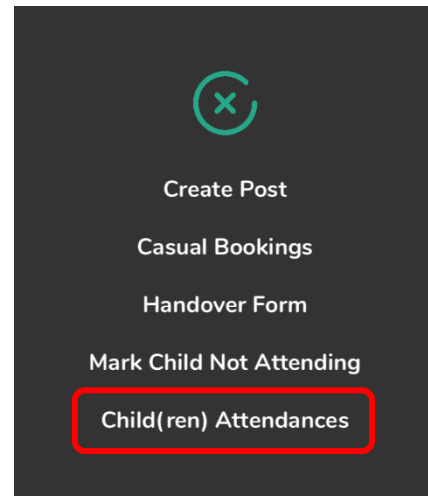
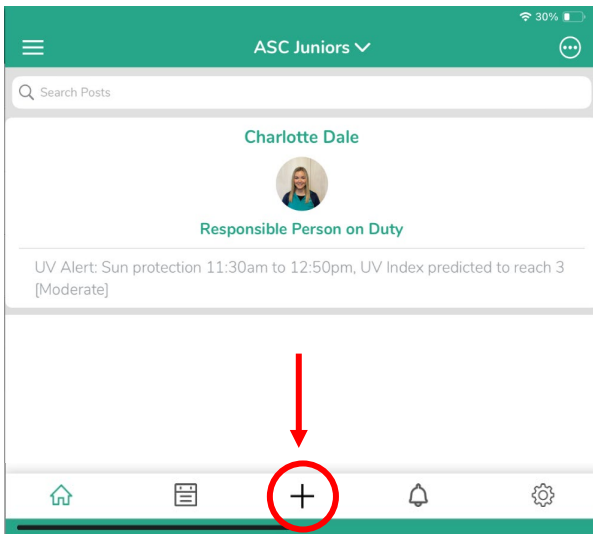


CHECK ATTENDANCE & MARK ABSENCE

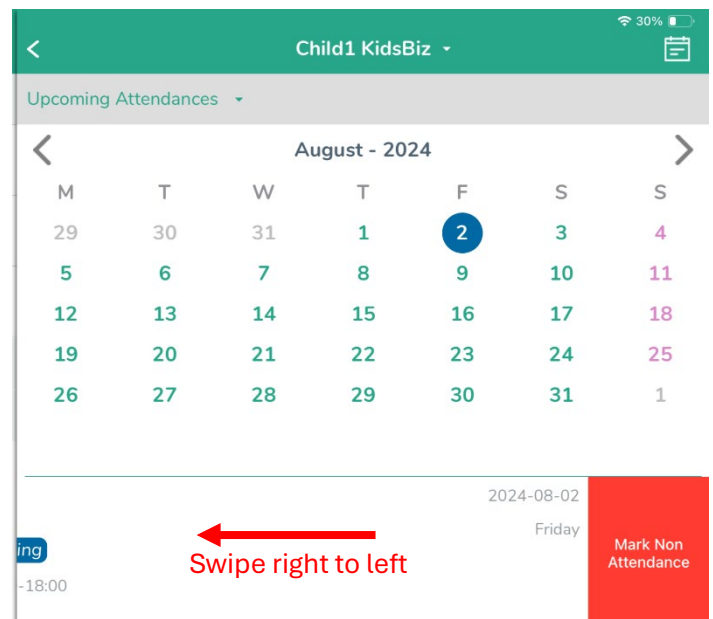
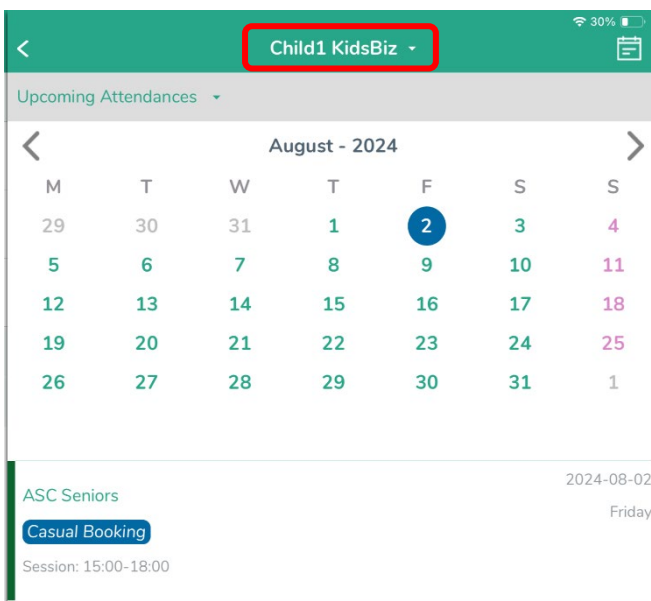
OWNA App

NOTE: Absences can only be marked via the OWNA App. Marking absences is not available through the OWNA portal.

1. Go to your home page in the OWNA App and click the “+” sign at the bottom of your screen.
2. A pop-up menu will appear. Select “**Child(ren) Attendances**” from the pop-up menu.



3. Select child from drop-down menu at the top of the page (green section).
4. Your booked attendances will be listed at the bottom of the screen. Scroll through the list to the absent date and swipe the date (right to left). Click the red “**Mark Non Attendance**”.





CHECK ATTENDANCE & MARK ABSENCE

5. Add your signature and a note (optional) to the pop-up box, then click **“OK”**.
Your child has now been marked absent.

Mark Non Attendance
Child1 KidsBiz (2024-08-02)

Signature ✕

Reason/Comment if any...

OK