

How do I submit an absence request for my child in the Tyro app?

1. Video [here](#) with instructions
2. When you log into your account on the **Tyro App** you can view students associated with you.

Home

NO

Your students

SC

Stephen Connelly
1st Year, 1 Gavin

RC

Riona Connelly
3rd Year, 3 Moriarty

 Pending absence requests (2)

Wed, 23 Aug

URG

Connelly, Riona
Full day

Thu, 24 Aug

Ill

Connelly, Riona
Full day

3. Click on the **name of the student** you would like to submit an absence request for.

Home

NO

Your students



Stephen Connelly
1st Year, 1 Gavin



Riona Connelly
3rd Year, 3 Moriarty

Pending absence requests (2)

Wed, 23 Aug



URG
Connelly, Riona
Full day

Thu, 24 Aug



Ill
Connelly, Riona
Full day

4. Select the **Absence Request Tab** at the top of the screen.

← Riona Connelly's profile

Timetable

Absence request

URG

23/08/2023

Pending

Ill

24/08/2023

Approved

Ill

24/08/2023

Pending



5. Press the **Plus Icon** on the bottom right of the screen.

← Riona Connelly's profile

Timetable

Absence request

URG
23/08/2023

Pending

Ill
24/08/2023

Approved

Ill
24/08/2023

Pending



6. Select 'Absence Request'.

← Ríona Connelly's profile

Timetable

Absence request

URG

23/08/2023

Pending

Ill

24/08/2023

Approved

Ill

24/08/2023

Pending

Ill

27/08/2023

Pending

Absence request



7. Fill in the appropriate information including **reason for absence** and any **note you would like to include**.

Absence request

Student



Connelly, Riona



Full day



Partial day

Date

27/08/2023



Reason for absence

Ill



Note

Stomach Bug

Cancel

Send request

8. Click 'Send Request'.

Absence request

Student



Connelly, Riona



Full day



Partial day

Date

27/08/2023



Reason for absence

Ill



Note

Stomach Bug

Cancel

Send request

Video [here](#) with instructions