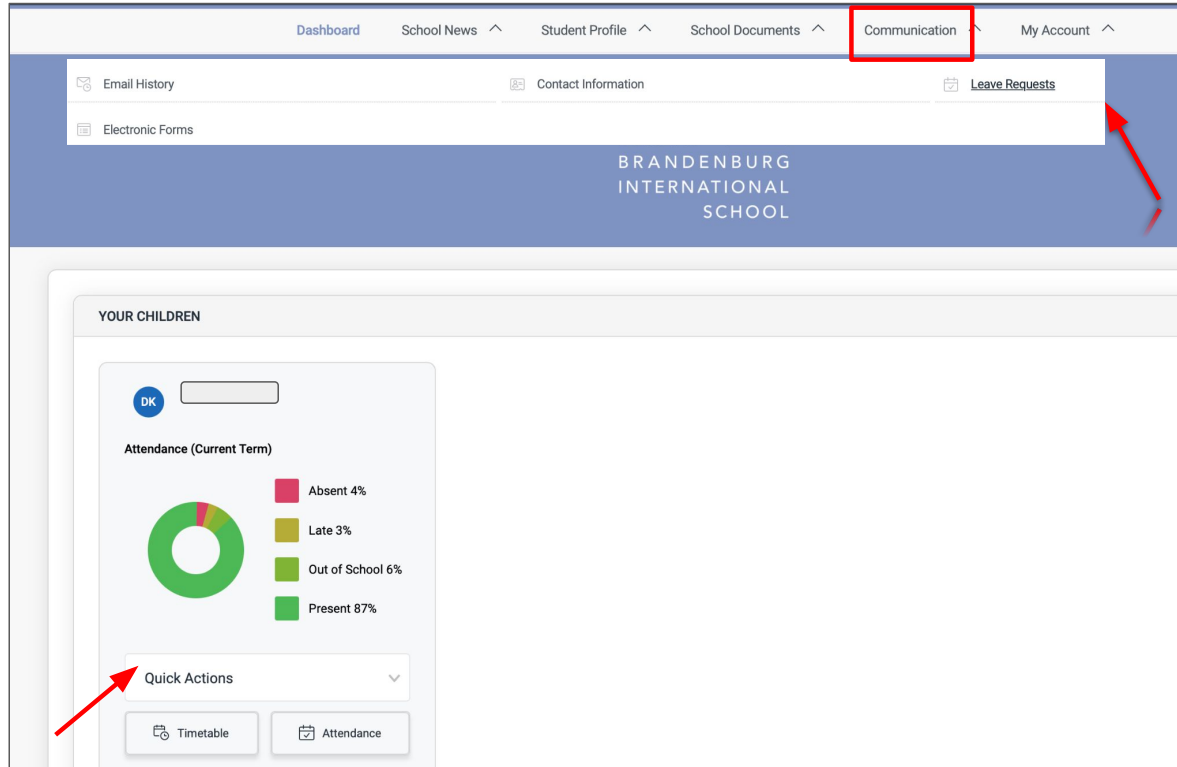


Submitting Absence Excusal on the iSams Parent Portal



There are 2 ways to create a Leave Request in the iSAMS Parent Portal:

Option 1:

- Go to Dashboard
- Click on Quick Actions
- Select Create Leave Request

Option 2:

- Navigate to the Communication tab
- Click on Leave Request

💡 Both options take you to the same form to submit your child's leave request.

DashboardSchool NewsStudent ProfileSchool DocumentsCommunicationMy Account

Please make sure to select the correct child when submitting a Leave Request.

Default Times

Select Time Of Day

AM

PM

All Day

Custom

DateTime

If your child is absent for the whole day, choose "All Day"

If your child is absent for part of the day, choose "Custom"

Leave Request Type

Select a Type

Select type of absence and submit the form

Notes

Supporting Documents

Supporting Documents

Submit Leave Request

Notes:

- Please make sure to select the correct start and end time if using the "Custom" option.

If your child is absent from the beginning of the school day, please choose a **start time before 08:00**.

✓ For example:

- 07:00 – 09:30
- 07:50 – 09:30

✓ This ensures accurate attendance records and avoids confusion.

Reviewing Attendance Record on the iSAMS Parent Portal

The screenshot displays the iSAMS Parent Portal interface. At the top, a navigation bar includes links for Dashboard, School News, Student Profile (highlighted with a red box), School Documents, Communication, and My Account. Below this, a sub-navigation bar shows School Timetable and Attendance (also highlighted with a red box). The main content area indicates that the displayed information is from the student's attendance record. It provides a link to change notification settings and offers three tabs: School Registration (selected), Lesson Registration, and Out of School. The selected tab shows the attendance record for the Second Semester 2024, presented as a table with columns for Day, Date, Time, Status, Reason, and a partially visible column on the right. The table lists four dates: 26 May 2025 (Monday), 23 May 2025 (Friday), 22 May 2025 (Thursday), and 21 May 2025 (Wednesday), all showing a status of 'Present' at 07:55 AM with no reason recorded.

Dashboard School News **Student Profile** School Documents Communication My Account

School Timetable **Attendance**

Displayed below is the information stored on attendance record.

To change your notification settings [click here](#)

School Registration Lesson Registration Out of School

Second Semester 2024

Day	Date	Time	Status	Reason	
Mon	26 May 2025	07:55 AM	Present	-	S
Fri	23 May 2025	07:55 AM	Present	-	S
Thu	22 May 2025	07:55 AM	Present	-	S
Wed	21 May 2025	07:55 AM	Present	-	S