

# Manual - SAITS for guardians

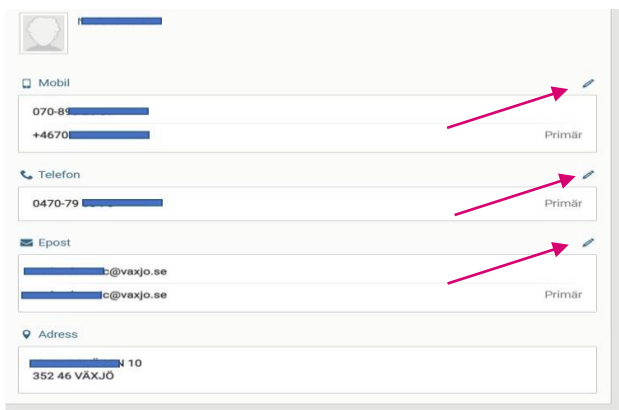
[SAITS for guardians](#) allows guardians to report absence. You can also find information about your child's timetable, school year, absence and grades here. You log in using your Mobile BankID.

## Add or change contact details

The first time you log into SAITS for guardians, you will need to provide your contact details. You do this by clicking on your own name and filling in the contact details. The same applies if you need to change or update your details later.



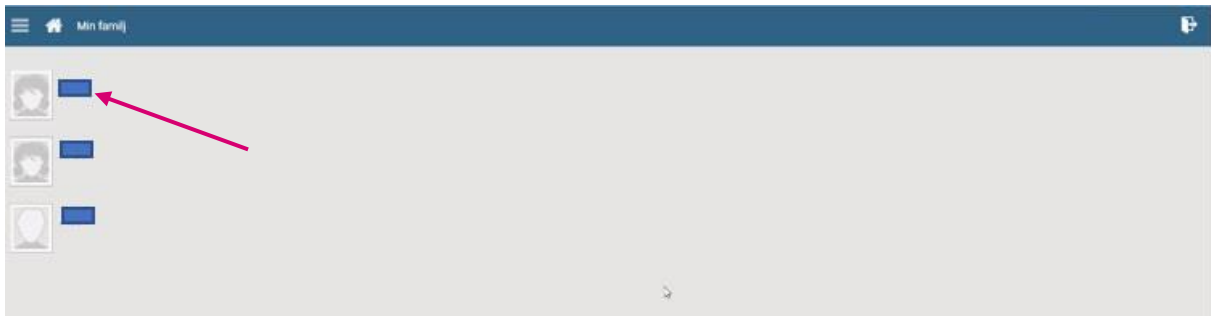
In order to add or change a phone number or email, for example, click on the blue pen on the right.



Mobil	070-89 [redacted] +4670 [redacted]	Primär
Telefon	0470-79 [redacted]	Primär
Epost	[redacted]@vaxjo.se [redacted]@vaxjo.se	Primär
Adress	[redacted] N 10 352 46 VÄXJÖ	

## Report absence

Start by clicking on the child's name



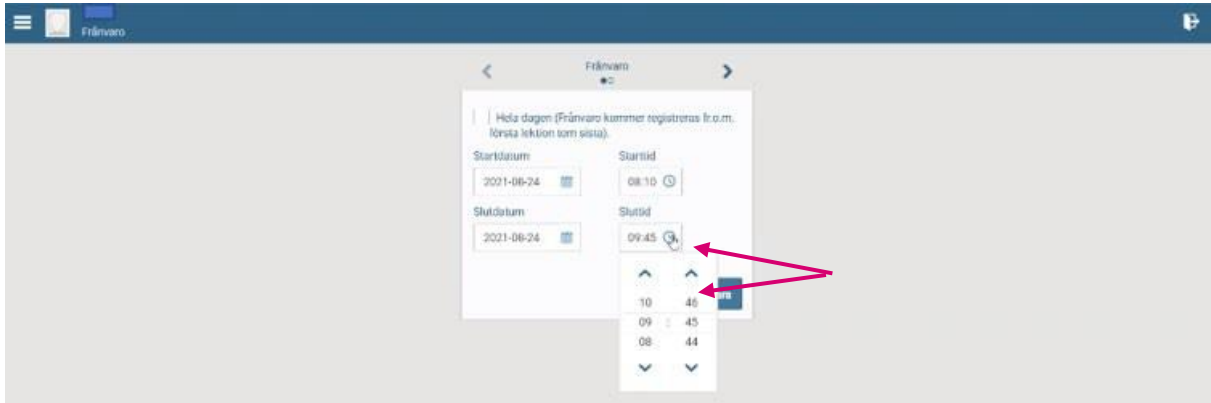
Then click on Absence



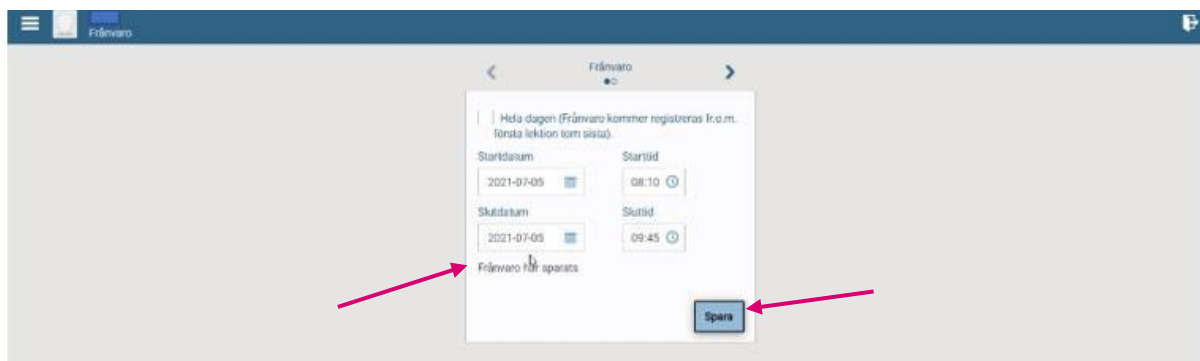
If your child is absent a whole day, select the date and tick the box next to "Whole day", and then save.



If your child is absent for part of the day, select the date, start time and end time.

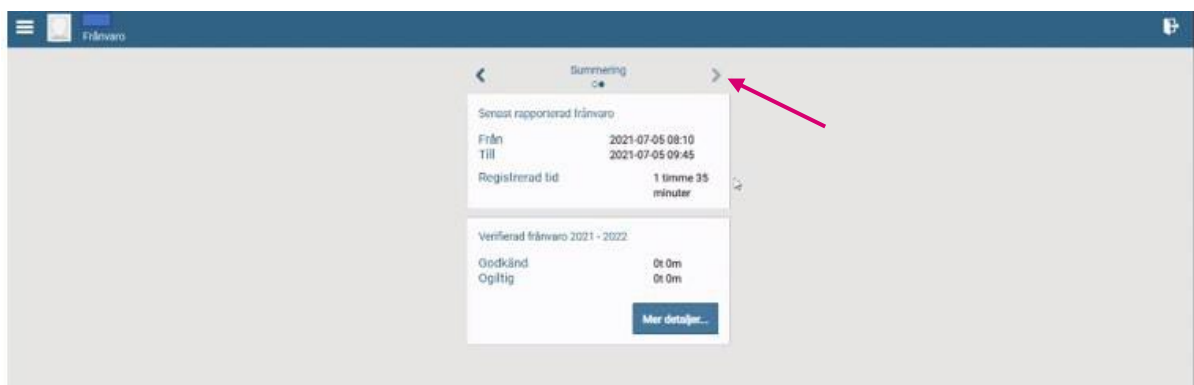


Click on Save. The absence details have now been saved, can now be seen by the school, and you have completed the absence reporting.



## See all absences for your child

If you are in absence mode and want to see all absences for your child, click on the arrow at the top on the right.



## Information about the child's schooling

If you click on your child's name, you get the view below. Here you can:

- view the day's activities under Calendar
- report absence/see all absences under Absence
- view the study plan and grades under Subjects. If you are the guardian of a pupil attending an upper secondary school, this heading will be called Courses, instead of Subjects.

