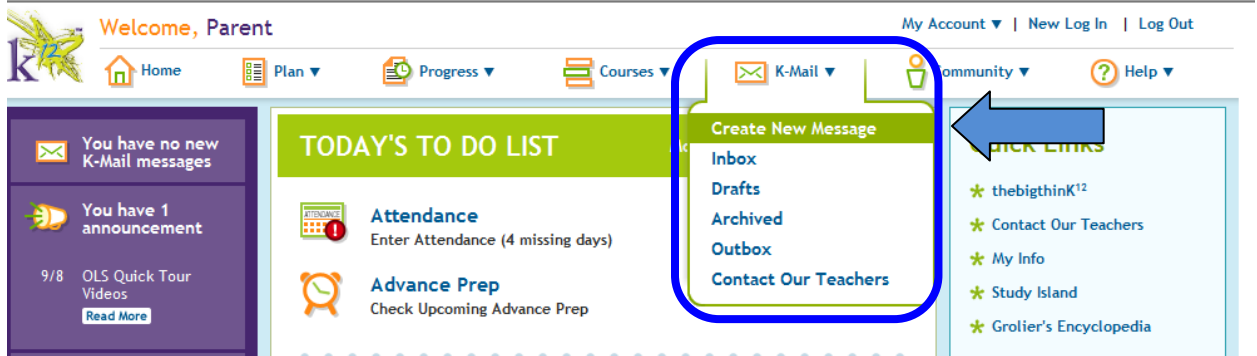# How to Submit an Absence Excuse to the Attendance Office

The learning coach is required to submit all absence excuses to the Attendance Office.

1. Go to www.agora.org and select OLS login. Enter your username and password
2. At the OLS home page select Kmail and Create New Message

3. The New K-Mail screen will appear. Select "**Click to Search**" in the To: field to search for the Attendance Office.
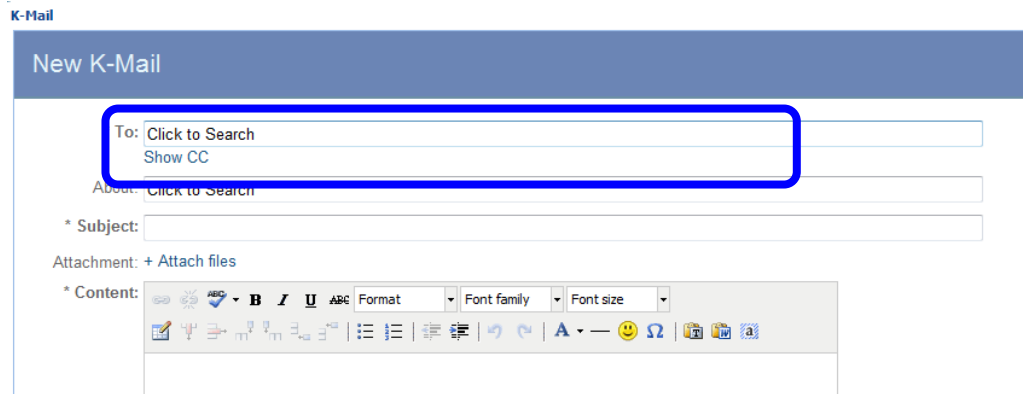
4.
   A. Select **Administrator** for Role
   B. Enter **Attendance** For First Name and **Office** for Last Name
   C. The Attendance Office name will display. Select the box next to Attendance Office and a check mark will appear.
   D. Select **Return to Message**
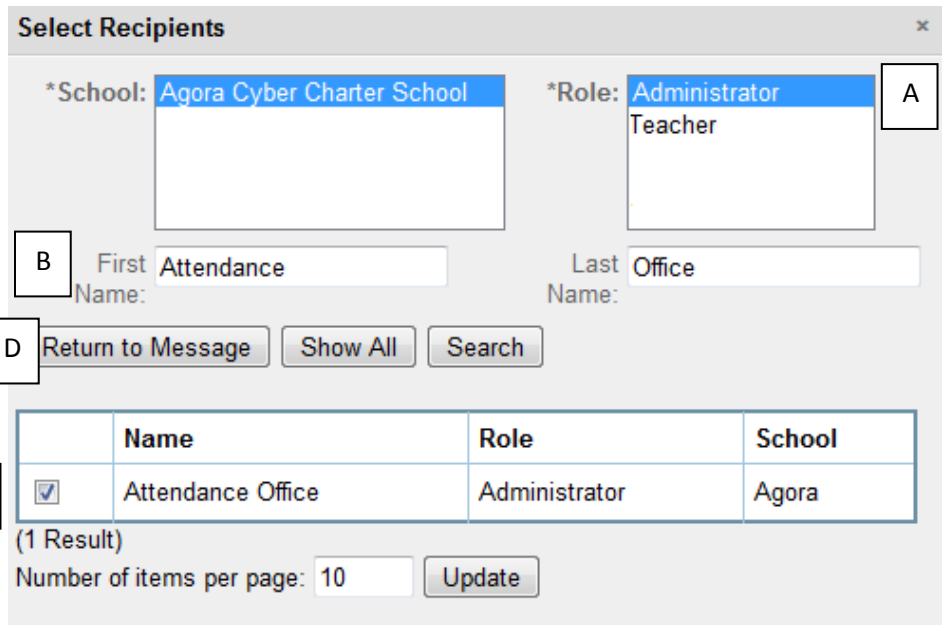
5. Next select Show **CC** to copy the Family Coach.
    A. Select **Teacher** for Role
    B. Enter teacher's first and last name. You can also enter a few of the first or last name letters to search for the teacher.
    C. The teacher name will display. Select the box next to the teacher's name and a check will appear.
    D. Select **Return to Message**

* To: [Click to Search]
Show CC

About: [Click to Search]

* Subject: [   ]

Attachment: + Attach files

6.
    A. Next to **About** select **Click to Search** to indicate who the kmail is in reference to.
    B. At the **Select Students This Communication is About** screen select Search. Your students name should automatically appear. If not, enter the student first name and last name and select Search.
    C. Select the box next to the student's name and select Return to Message

* To: [Click to Search]
Show CC

About: [Click to Search]

* Subject: [   ]

Attachment: + Attach files

Select Students This Communication Is About   ✕

*School: [Agora Cyber Charter School]   *Role: [Student]

First Name: [Enter first name here]   Last Name: [Enter last name here]

[Return to Message] [Show All] [Search]

7. I f you need to attach a document such as a doctor's note select **Attach files** to browse and attach your document.

* To: [Click to Search]
Show CC

About: [Click to Search]

* Subject: [   ]

Attachment: + Attach files

8. Before sending the message you must enter a **Subject** and **Content**.   In the **Content** area type the reason the student is being excused.   You can use the rich text tool to edit your response.

* To: Add more | Delete all

Attendance Office ⊗
Hide CC and BCC

About: **Student Name Will Appear Here**

CC: **Teacher Name Will Appear Here**

BCC: Click to Search

Subject: Excused Absence

Attachment: + Attach files   **If you attached a document it will display here**

* Content: [B I U ABC Format | Font family | Font size]

Enter reason here

9. Select **Send Now**. Once you have sent the message it will appear in your Outbox.

Send Now   Save As Draft