Parent Guide: Submitting a Leave Request in Edgen

This guide provides step-by-step instructions for parents and carers to submit a leave request for their child using Edgen.

Before You Start

- Ensure you can access your Edgen parent account.
- Have the absence dates and reason ready.
- Submit requests as early as possible.

Submitting a Leave Request

- Log in to the Edgen Parent Portal.
- Select your child; **requests will not be accepted if the student's name is not checked or ticked, please do not enter parent or carer name.**
- Open the Attendance or Leave Requests section.
- Select a New Leave Request.
- Enter the start and end dates of the absence.
- **Add the reason for the leave request, which is logged in the notes section. Please make sure to add your child's full name.**
- Upload supporting evidence if required by the school.
- Review the details and click Submit.

After Submission

- A confirmation notification may be sent.
- The school will review the request.
- Check Edgen regularly for status updates or messages.

Important Information

- Submitting a request does not automatically mean it is approved.
- Additional documentation may be requested.
- Contact the school directly for urgent attendance matters or technical issues.