

## 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.


The screenshot shows the 'Home' screen of the Tyro app. At the top right, there is a yellow circle with the text 'NO'. Below the 'Home' header is the section 'Your students', which contains two student profiles. The first profile is for Stephen Connelly, a 1st Year student from 1 Gavin, with a dark green circular icon containing 'SC'. The second profile is for Riona Connelly, a 3rd Year student from 3 Moriarty, with an orange circular icon containing 'RC'. Below the student profiles is a section titled 'Pending absence requests (2)' with a blue icon of a calendar and a checkmark. This section is divided into two columns for dates: 'Wed, 23 Aug' and 'Thu, 24 Aug'. Under 'Wed, 23 Aug', there is a pending absence request for Riona Connelly, categorized as 'URG' (Urgent) for a 'Full day'. Under 'Thu, 24 Aug', there is a pending absence request for Riona Connelly, categorized as 'Ill' for a 'Full day'. Each pending request is preceded by a vertical blue bar.

# Home



NO

## Your students

**Stephen Connelly**  
1st Year, 1 Gavin

**Riona Connelly**  
3rd Year, 3 Moriarty

### Pending absence requests (2)


Wed, 23 Aug	Thu, 24 Aug
 <b>URG</b> Connelly, Riona Full day	 <b>Ill</b> 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**

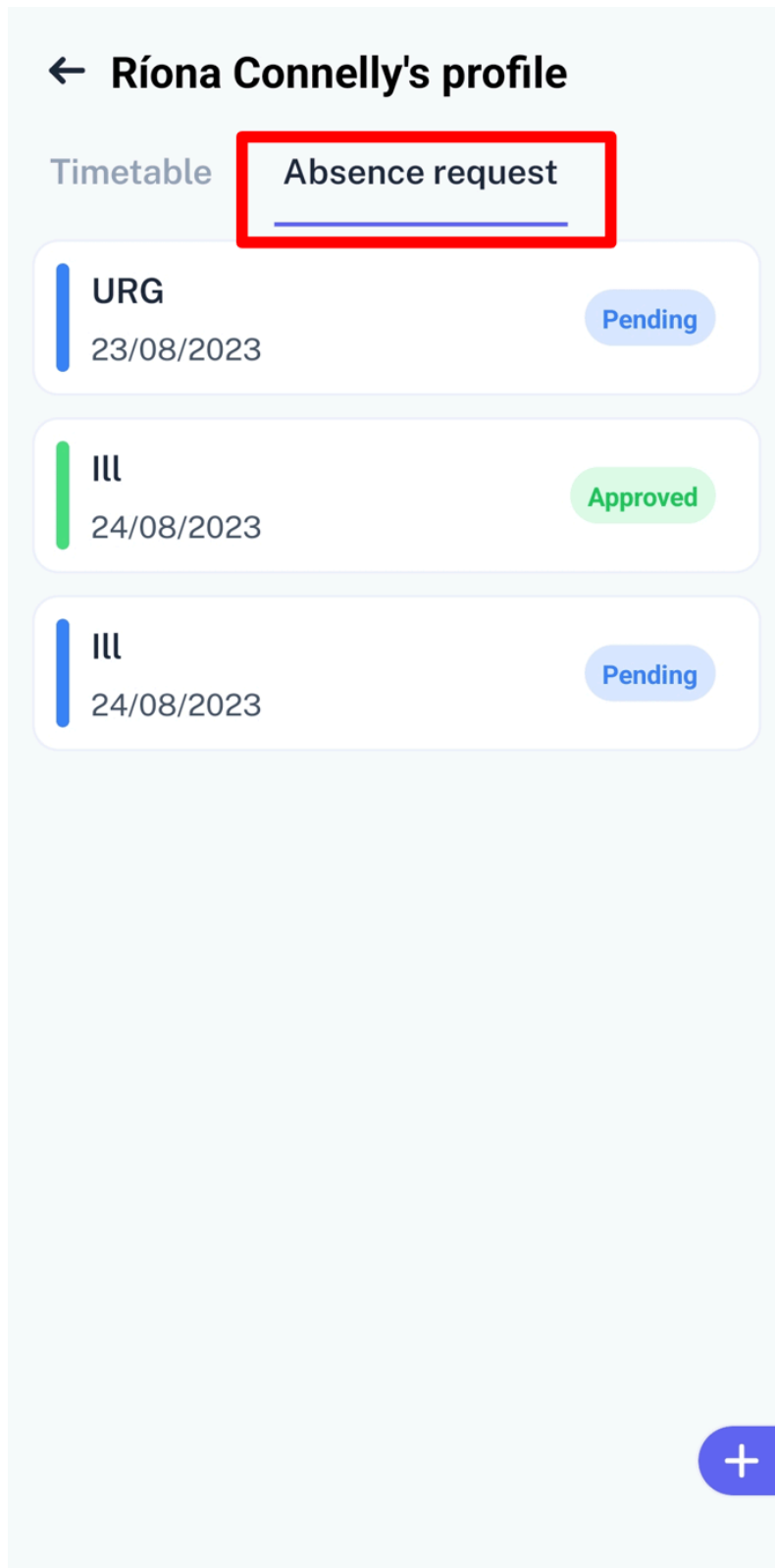
Connelly, Riona  
Full day

Thu, 24 Aug

**Ill**

Connelly, Riona  
Full day

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




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

← **Ríona 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, Ríona

Full day

Partial day

Date

27/08/2023



Reason for absence

Ill



Note

Stomach Bug

Cancel

Send request

Video [here](#) with instructions