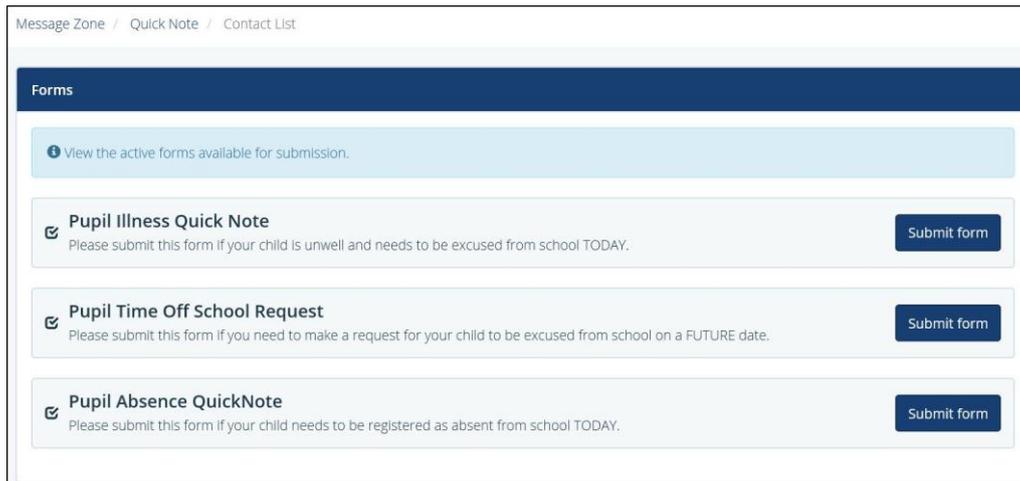


How to submit a Quick Note form

A Quick Note form allows you to send a direct, one-way message to a member of school staff, ensuring the school is kept updated with any important information.

1. Log-in to the Parent Message Centre.
2. Click 'Quick Note' in the Message Zone on the Dashboard.
3. Locate the appropriate Quick Note and click 'Submit Form'.



Message Zone / Quick Note / Contact List

Forms

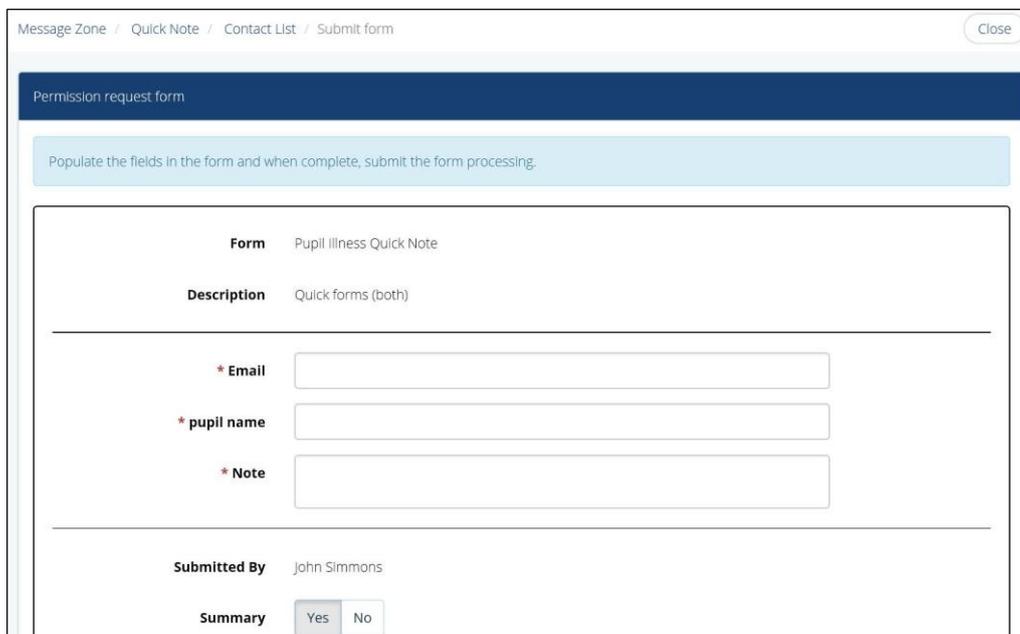
View the active forms available for submission.

Pupil Illness Quick Note
Please submit this form if your child is unwell and needs to be excused from school TODAY. [Submit form](#)

Pupil Time Off School Request
Please submit this form if you need to make a request for your child to be excused from school on a FUTURE date. [Submit form](#)

Pupil Absence QuickNote
Please submit this form if your child needs to be registered as absent from school TODAY. [Submit form](#)

4. Enter your email address, your child's name and the message you wish to send. Choose to download a summary of the information you have entered, and click 'Submit' to send the Quick Note.



Message Zone / Quick Note / Contact List / Submit form [Close](#)

Permission request form

Populate the fields in the form and when complete, submit the form processing.

Form Pupil Illness Quick Note

Description Quick forms (both)

*** Email**

*** pupil name**

*** Note**

Submitted By John Simmons

Summary

5. Your message will be sent directly to the appropriate member of school staff, and you have chosen to, a copy of your message will be available to download.