

## Student absence in Lower Secondary

### Exceptional absence request

Family event, administrative appointment, religious celebration, performance, competition etc.

- Enter your request using **MU Elev**, under *Ekstraordinær frihed*
- Enter the **dates** of the absence
- Describe **the nature of the request** in the *årsag* section
- **As early as possible before the absence.**
- **Please note that the request may not be granted** (see below)

- When evaluating an absence request, we consider the following:
  - The nature of the event
  - The length of absence
  - The history of requests
  - The student's academic performance
  - The student's well being
- Holidays outside of official school holidays will be considered unauthorised absence

### Sickness or medical appointment

Doctor, dentist, sickness etc.

- Enter the absence using **MU Elev**, under **sickness**
- Enter the **dates** of the absence
- Describe **the nature of the absence** in the *årsag* section

### Other

Additional information (reason for late arrival...) or request for information (my child has an unauthorised absence...)

- Write on **Aula** to:  
**Raphaël Maringue**
- Make sure that your message includes:
  - ☐ **Full name of student**
  - ☐ **Class**
  - ☐ **Date and time of absence**
- As early as possible **after** the absence / late arrival

### Aula and MU Elev



- You can find **MU Elev** on the right-hand column of the **Aula** website (computer) or in the *Menu* tab of the **Aula** mobile app
- Once you have entered the absence on **MU Elev**, you do not need to write a message to subject teachers or the class teacher, unless there is specific information that you would like to communicate to them
- If a student is absent, they will receive an unauthorised absence (*ulovligt fravær*). Parents should be notified by text message (provided that a correct contact number has been entered on **MU Elev**)
- If a student arrives late, the unauthorized absence will be changed to late (*for sent*). Parents should also be notified by text message.
- Check the *Mine børn* section of **MU Elev** at least once a week to monitor your child's attendance