BIS Help Guides

How to submit attendance excusal using Managebac

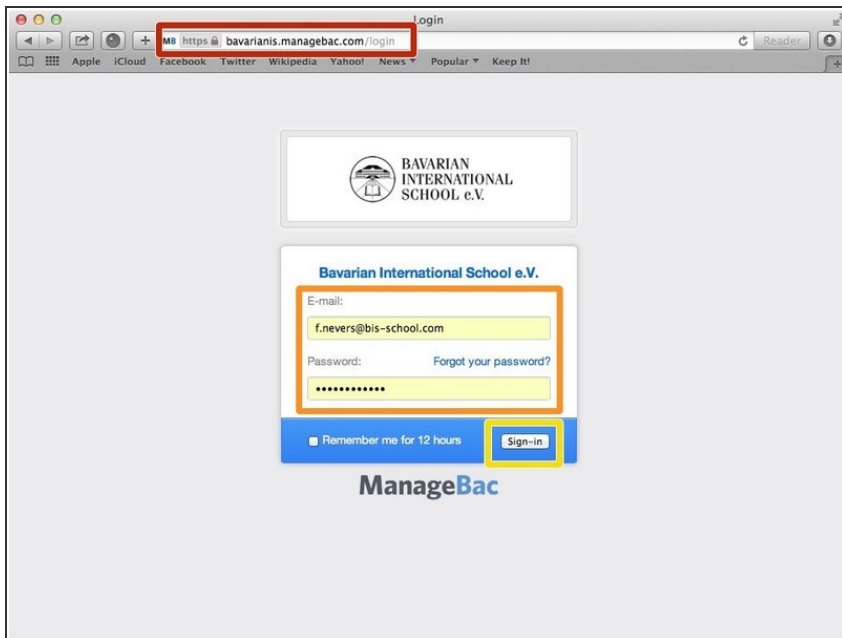This guide will teach you how to excuse your child from school, using Managebac

Written By: BIS Edtech Team
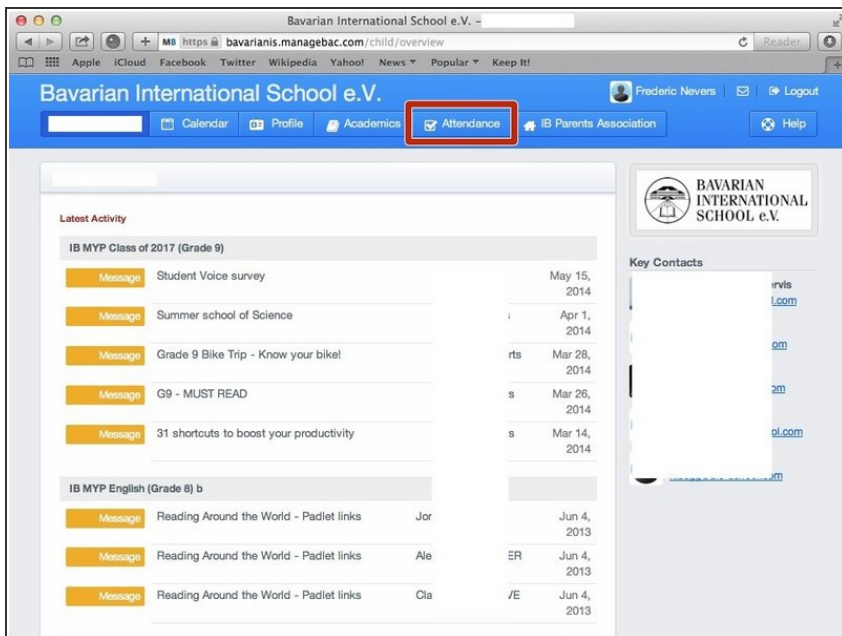
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Step 1 — Visit the BIS Managebac page
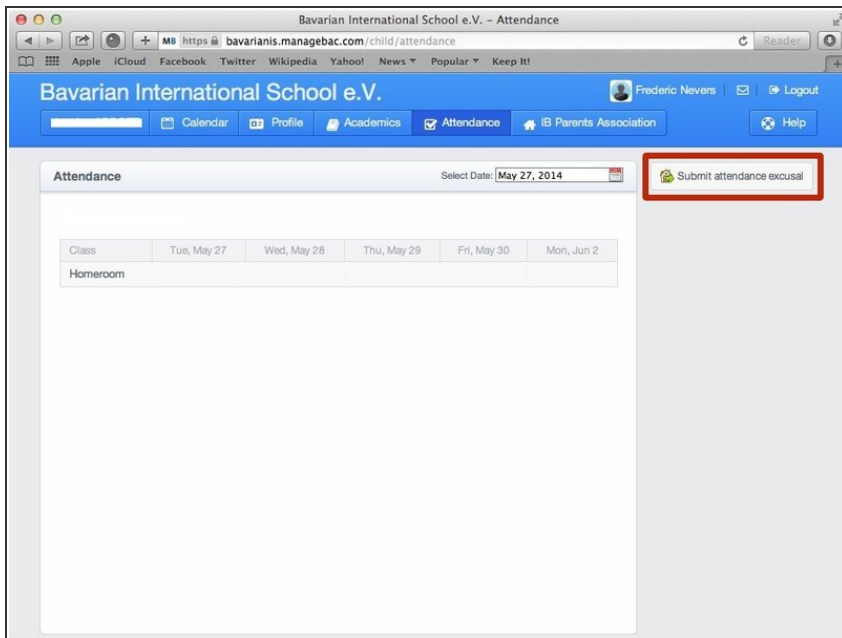

- Visit
  https://bavarianis.managebac.com

- Enter your username and password

- Click on 'Sign in'

- (i) If you cannot remember your password, please click on 'Forgot your password'.
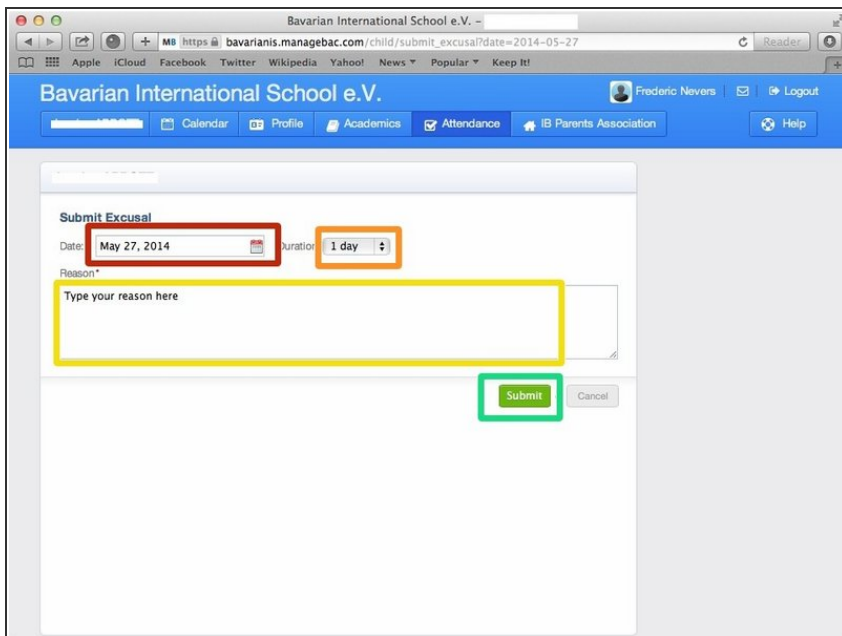
Step 2 — Visit the attendance page

- Click on the 'Attendance' tab

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## Step 3 — Visit the 'Attendance excusal' page

- Click on 'Submit attendance excusal' button

Step 4 — Fill out the excusal details

- Select the day when your son/daughter will be away from school

- If your son/daughter will be away from school for more than one day, please select the number of school days using the drop-down box (not including weekends and non-school days).

- Please give a reason for the absence

- Click 'Submit' once you have completed the form

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Step 5 — You're done
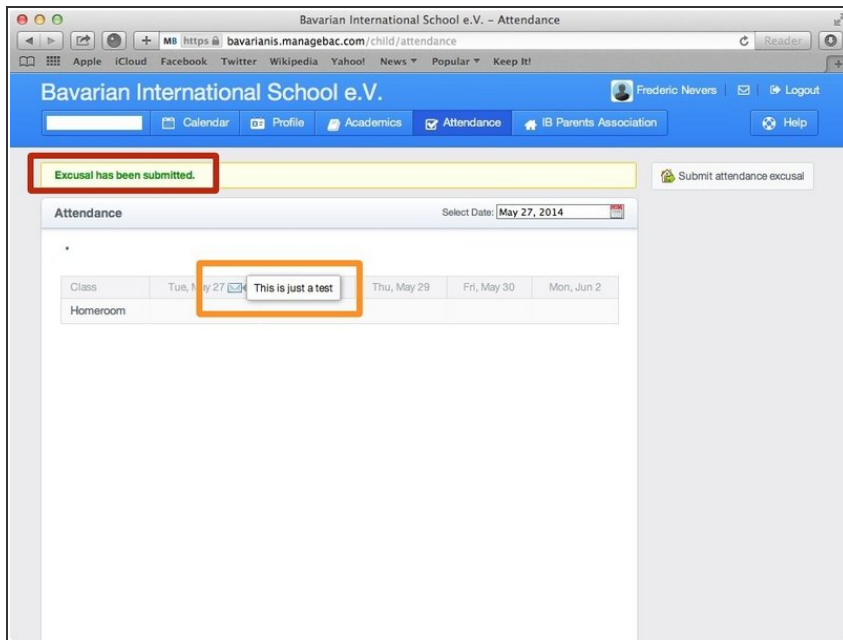
- A notification message is displayed when the excusal has been sent

- You can hover your mouse over the 'envelope' symbol to verify the reason for the excusal

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