

Instructions

How to register sick leave for a student in Inna

Please note: To sign in to Inna, use [Ice Key - Digital Certificates](#)

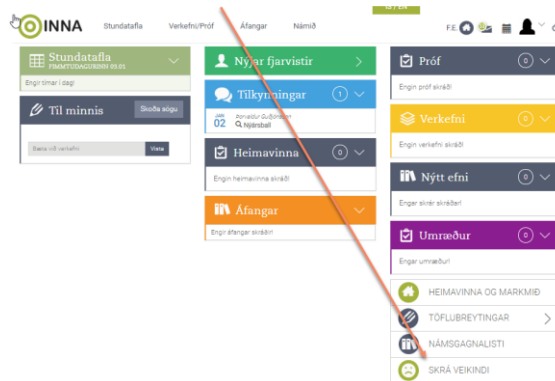
In case of sick leave for students under the age of 18, the school is notified using Inna.

Registered next of kin for students under the age of 18 have access to the school information system Inna and can monitor study progress and attendance, among other things. Next of kin can also register sick leave for students in Inna.

If you register sick leave in Inna you do not need to notify the school by phone or turn in a doctors' note.

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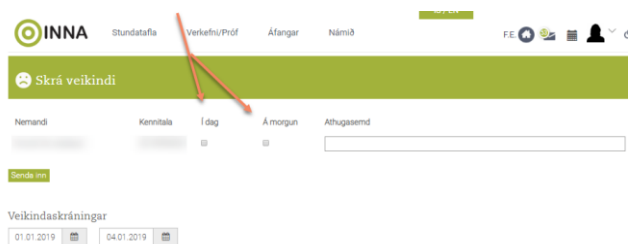
When logging on to Inna, choose **register absences** on the front page of Inna.



Registering sick leave

1. Sick leave is registered by choosing the relevant date. Comments can be added if necessary.

Sick leave can only be registered on the day of the absence or one day in advance.



2. Sick leave registration needs to be approved by the school before the students' attendance record is updated. When the sick leave registration has been approved an email is sent to the person who made it.
3. When a sick leave registration has been approved it is noted in the students' attendance record with the letter W.

Registering sick leave for students over 18

If a student reopens the access in Inna, the next of kin can continue to register sick leave in Inna for the student. See instructions