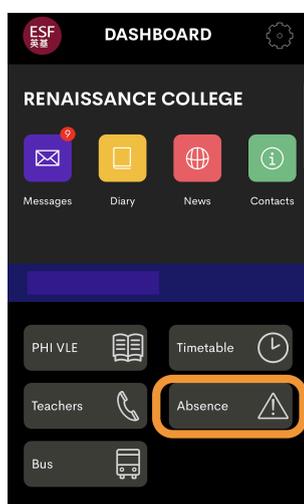


How to report a student's absence on ESF App

Please follow these easy steps every time your child is missing school

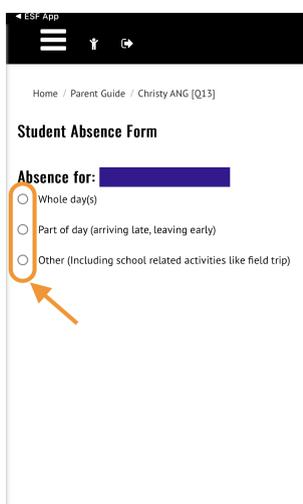
Step 1

Open ESF App and click "Absence"



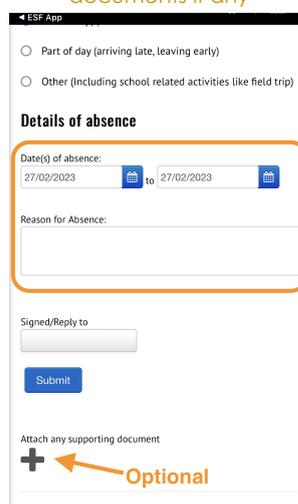
Step 2

Select the duration of the absence



Step 3

Select the date of absence and attach supporting documents if any

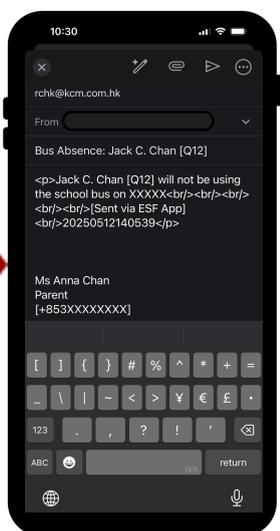
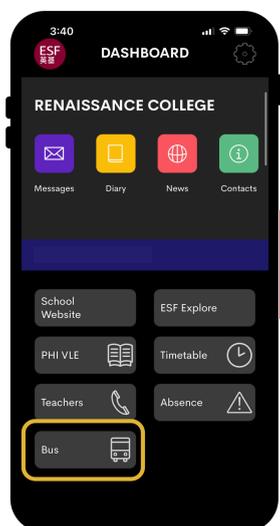


Step 4

Click "Submit"



If your child is taking the school bus, please also notify [Kwoon Chung Bus Company](#)



An email to Kwoon Chung Motors will be automatically generated when you click on the "Bus" button on the ESF App dashboard. The student's name and class/roll group will be pre-populated. Please fill in the blanks (XXXXX) to specify which dates your child will be missing the school bus.

[Click here for more ESF App functions](#)