June 2025

How to report a student's absence on ESF App

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

Step 1	Step 2	Step 3	Step 4
Open ESF App and click "Absence"	Select the duration of the absence	Select the date of absence and attach supporting documents if any	Click "Submit"
ESF DASHBOARD	≪ ESF App Y (↔	 ESF App Part of day (arriving late, leaving early) 	 ESF App Part of day (arriving late, leaving early)
RENAISSANCE COLLEGE	Home / Parent Guide / Christy ANG [Q13]	Other (Including school related activities like field trip) Details of absence	 Other (Including school related activities like field trip) Details of absence
Messages Diary News Contacts	Student Absence Form Absence for: Whole day(s) Part of day (arriving late, leaving early) Other (Including school related activities like field trip)	Date(s) of absence: 27/02/2023 to 27/02/2023	Date(s) of absence: 27/02/2023 to 27/02/2023 Reason for Absence:
		Simed/Reniv to	Signed/Reply to
PHI VLE		Submit	Submit
Teachers		Attack any curse tipe decursest	Attach any supporting document
Bus .			+

If your child is taking the school bus, please also notify <u>Kwoon Chung</u> Bus Company

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rchk@kcm.co	m.hk					
Bus Absence: Jack C. Chan [Q12]						
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Parent [+853XXXXXXXX]						
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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

