

Registration of absences – Request for leave.

Students are expected to conduct their personal errands outside of school hours. You can request a leave at headmaster for the following:

- Due to a serious illness in the family, death or funeral.
- For participation in sports, youth or music events with confirmation from the appropriate party.
- Due to exercises / calls made by rescue teams.
- For work, presentations or study trips for the benefit of the school.
- For family travel if the student is under 18 years of age.
- The principal can give other permits with regard to attendance and school results.

Note that:

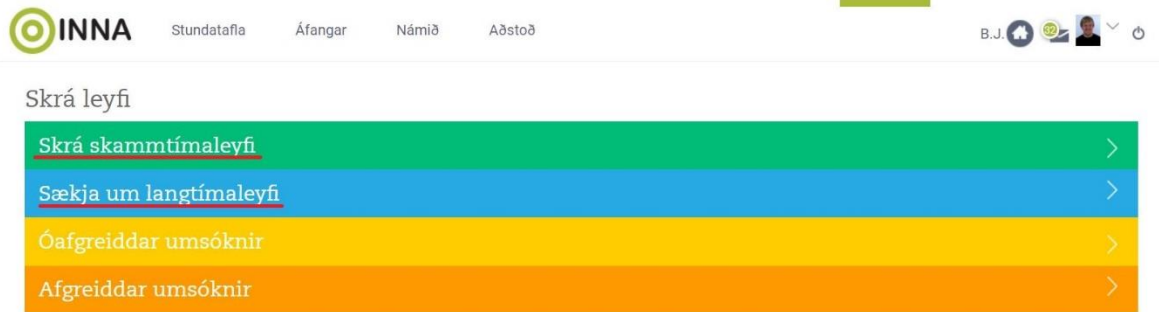
Permission is only granted from lessons and not studies, so students have to make up for what they miss in the classroom.

Leave do not reduce the requirement for real attendance in individual courses - therefore students must ensure that real attendance does not fall below the limit.

To request for a leave, go to INNA. There you click on the button that says *Skrá forföll*.

The screenshot shows the INNA web application interface. At the top, there is a navigation bar with the INNA logo and menu items: Stundatafla, Áfangar, Námið, and Aðstoð. On the right, there is a language selector (IS / EN) and a user profile icon (B.J.). The main content area is divided into three columns. The left column contains 'Stundatafla' (Attendance) and 'Til minnis' (Reminders). The middle column contains 'Nýjar fjarvistir' (New absences), 'Tilkynningar' (Notifications), and 'Áfangar' (Assignments). The right column contains 'Heimavinna' (Homework) with a list of items: HEIMAVINNA OG MARKMID, VAL, NÁMSGAGNALISTI, SKRÁ VEIKINDI, SKRÁ FORFÖLL (highlighted with a red circle), HEIMAVIST, PANTA VIÐTALSTÍMA, and PRÓFTAFLA.

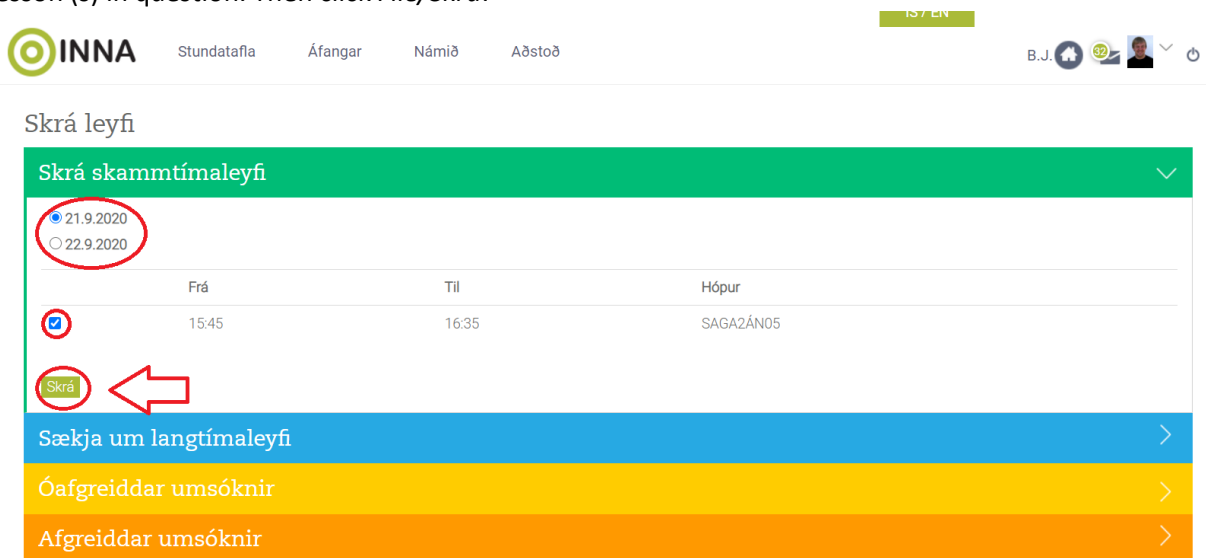
There you get two options, on the one hand to apply for a *short-term leave*, e.g. for individual lessons or *long-term leave*.



The screenshot shows the INNA application interface. At the top, there is a navigation bar with the INNA logo and menu items: Stundatafla, Áfangar, Námið, and Aðstoð. On the right, there is a user profile section with the name B.J. and icons for home, chat, and profile. Below the navigation bar, the text "Skrá leyfi" is displayed. A vertical menu contains four options: "Skrá skammtímaleyfi" (highlighted in green), "Sækja um langtímaleyfi" (highlighted in blue), "Óafgreiddar umsóknir" (highlighted in yellow), and "Afgreiddar umsóknir" (highlighted in orange). Each option has a right-pointing arrow.

Short-term leave:

You can apply for a short-term leave for two days at a time. The appropriate day is then selected and the lesson (s) in question. Then click *File/Skrá*.



The screenshot shows the INNA application interface for short-term leave. At the top, there is a navigation bar with the INNA logo and menu items: Stundatafla, Áfangar, Námið, and Aðstoð. On the right, there is a user profile section with the name B.J. and icons for home, chat, and profile. Below the navigation bar, the text "Skrá leyfi" is displayed. A vertical menu contains four options: "Skrá skammtímaleyfi" (highlighted in green), "Sækja um langtímaleyfi" (highlighted in blue), "Óafgreiddar umsóknir" (highlighted in yellow), and "Afgreiddar umsóknir" (highlighted in orange). Each option has a right-pointing arrow. The "Skrá skammtímaleyfi" option is selected, and a form is displayed below it. The form has a green header with the text "Skrá skammtímaleyfi" and a checkmark icon. Below the header, there are two radio buttons for selecting dates: "21.9.2020" (selected and circled in red) and "22.9.2020". Below the date selection, there is a table with columns: Frá, Til, and Hópur. The table has one row with a checked checkbox in the first column, the value "15:45" in the "Frá" column, the value "16:35" in the "Til" column, and the value "SAGA2ÁN05" in the "Hópur" column. Below the table, there is a "Skrá" button circled in red with a red arrow pointing to it. Below the "Skrá" button, there are three more options: "Sækja um langtímaleyfi" (highlighted in blue), "Óafgreiddar umsóknir" (highlighted in yellow), and "Afgreiddar umsóknir" (highlighted in orange). Each option has a right-pointing arrow.

Long-term leave

When applying for a long-term leave, you **MUST** enter the reason for the request, then select a period and click *Select/Velja*.

The screenshot shows the INNA web application interface. At the top, there is a navigation bar with the INNA logo and menu items: Stundatafla, Áfangar, Námið, and Aðstoð. A language selector shows 'IS / EN'. On the right, there is a user profile icon and a notification bell. The main content area is titled 'Skrá leyfi' and contains several menu items: 'Skrá skammtímaleyfi', 'Sækja um langtímaleyfi', 'Óafgreiddar umsóknir', and 'Afgreiddar umsóknir'. The 'Sækja um langtímaleyfi' item is selected, leading to a form. The form has a text input field for the reason, with the value 'Er að fara í ferðalag' entered. Below this are date pickers for 'Dags. frá' (21.09.2020) and 'Dags. til' (27.09.2020), followed by a green 'Velja' button. Red circles highlight the reason input field and the 'Velja' button.

A window will appear where you can submit the request. There you click on *Send request/Senda beiðni*.

The screenshot shows the same INNA web application interface, but with a modal dialog box open over the form. The dialog is titled 'Skrá forföll' and contains the text 'Ertu viss?'. At the bottom of the dialog, there are two buttons: 'Senda beiðni' (highlighted with a red circle) and 'Loka'. The background form is dimmed, but the 'Velja' button is still visible.

A school employee must approve the request through Inna in order for it to be entered in the student's attendance registration. When the leave request is approved, an email will be sent to the person who owned the entry and the attendance registration will be L.