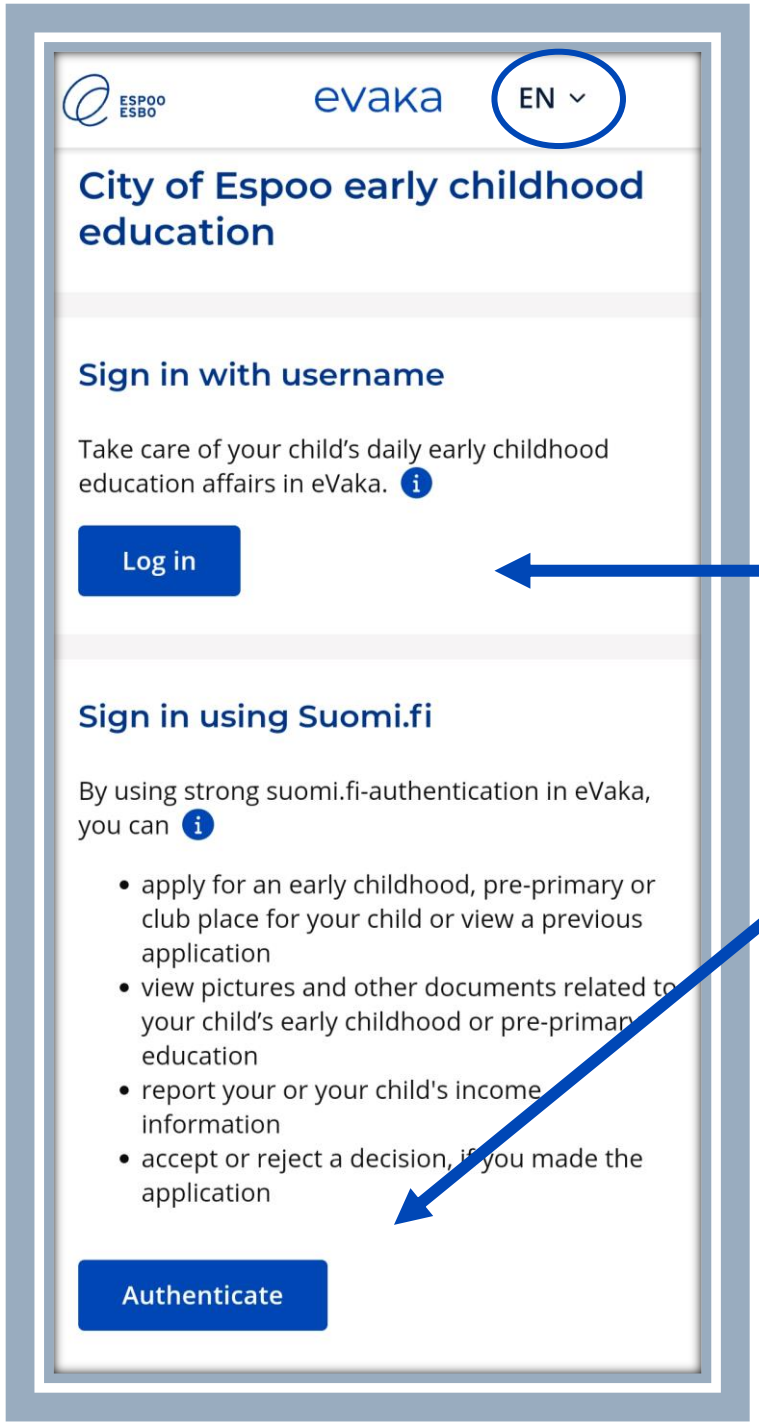
Registering an attendance times and an absence notice at eVaka

evaka

The instruction shows how a guardian register an attendance times and an absence notice for a child in early childhood education in Espoo.

Log in to eVaka:

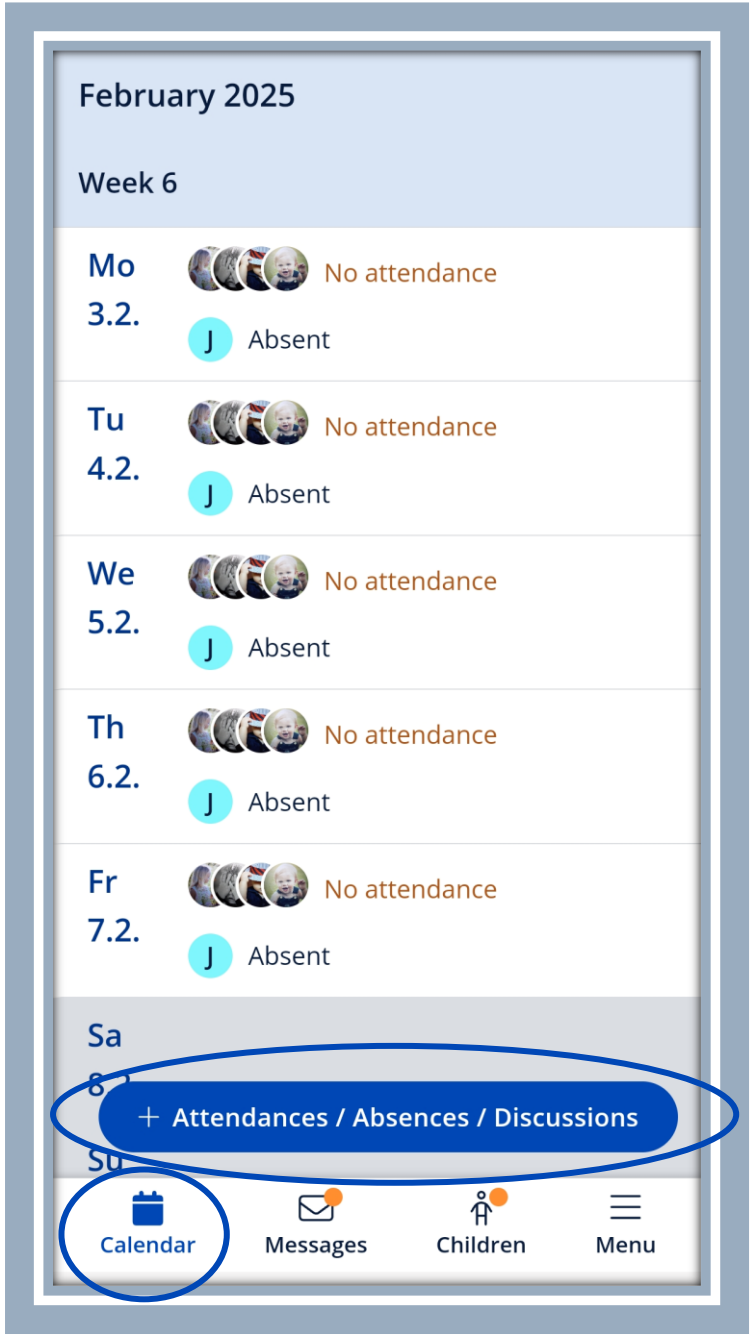
espoonvarhaiskasvatus.fi

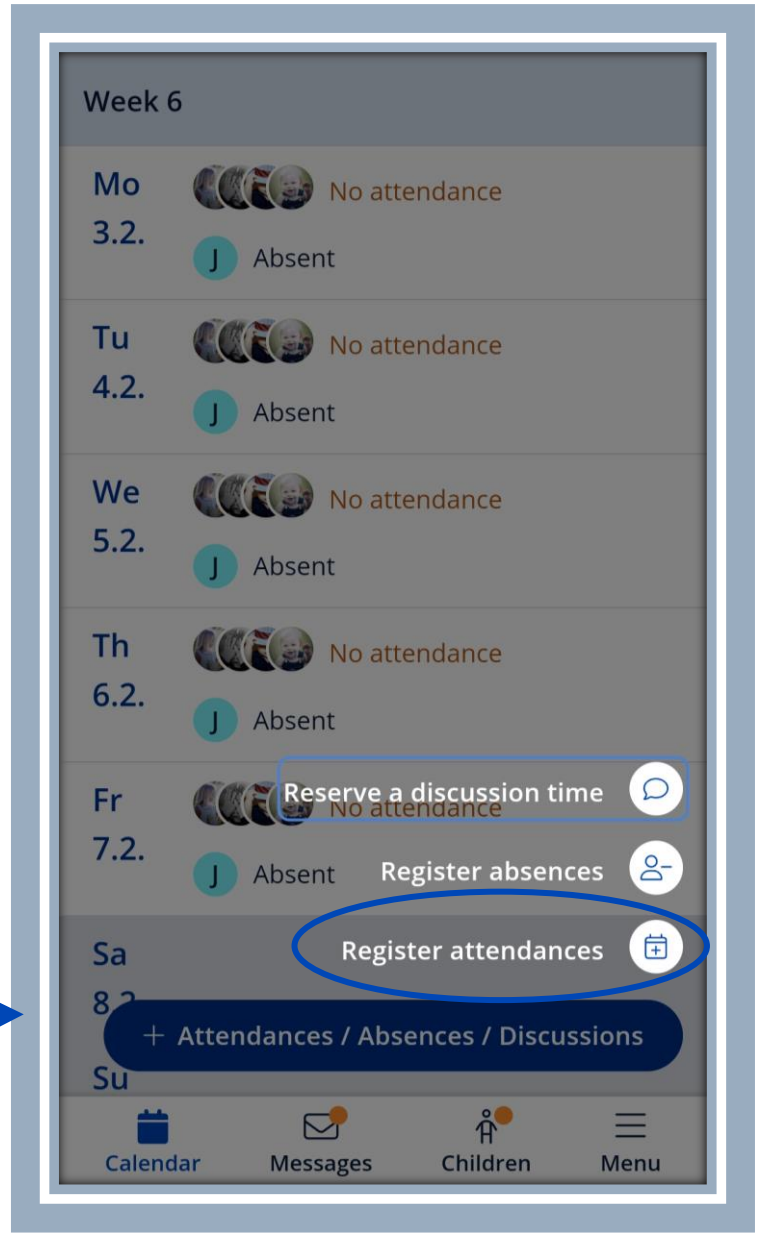


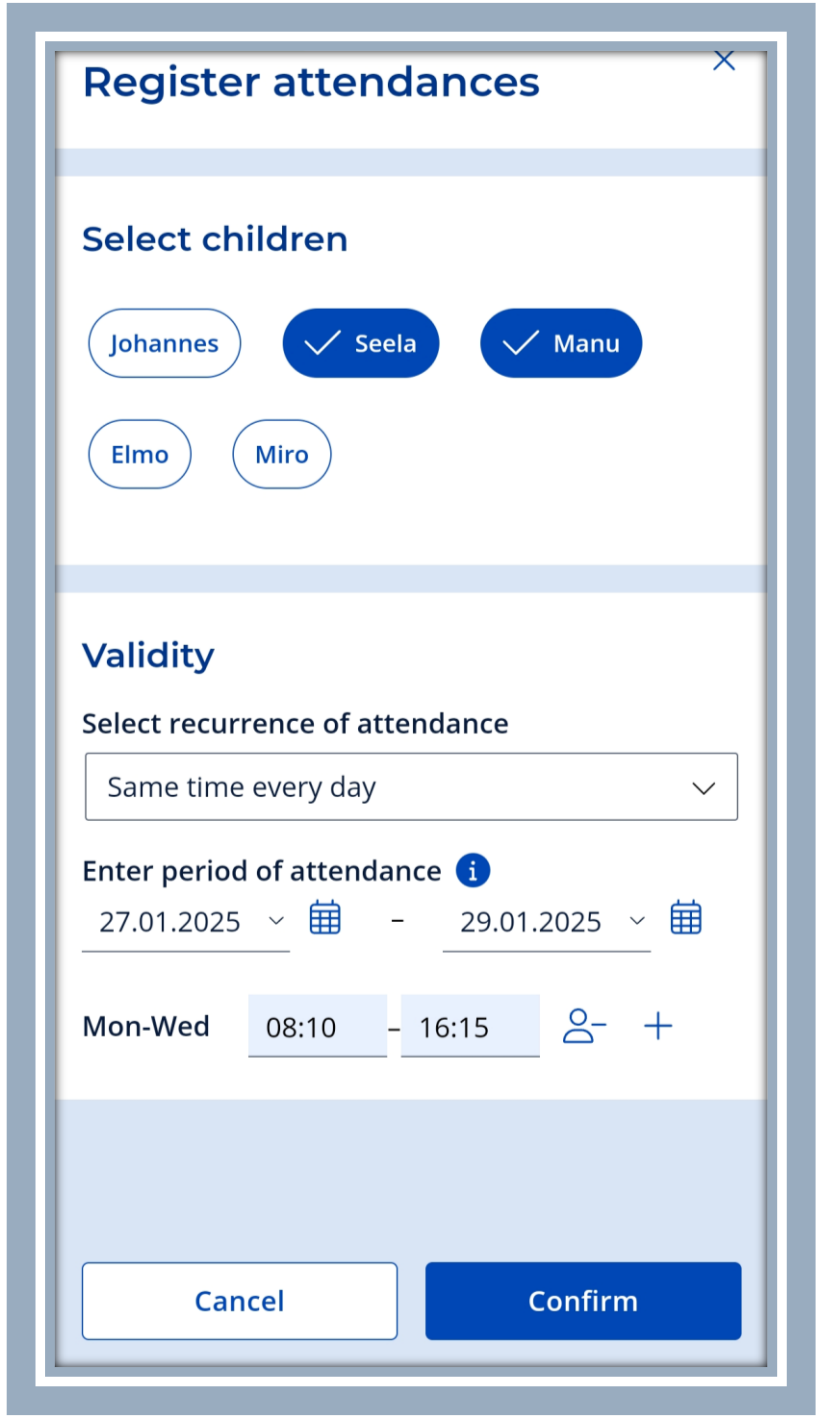
Log in with your personal ID

ESPOO ESBO

In the calendar view you can report absence and attendance times for your child.







Register attendances by selecting the children whose attendances you want to report

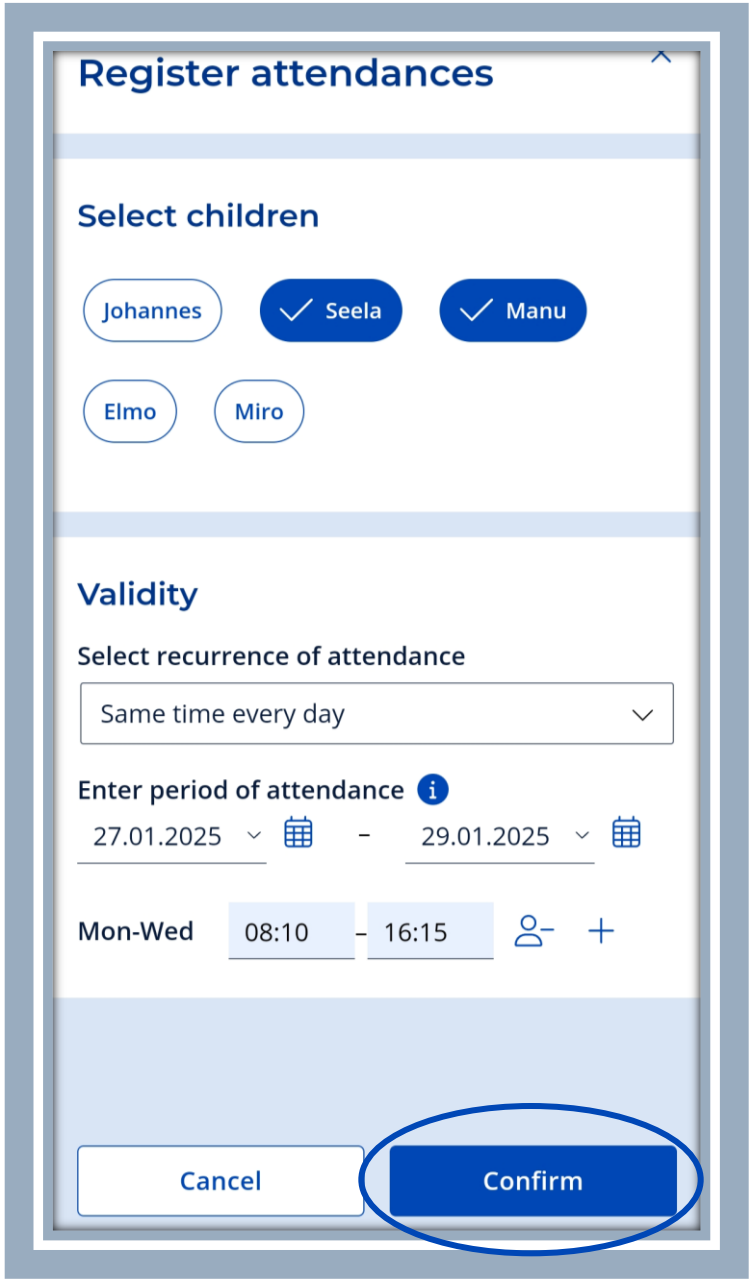
Recurrence of attendance

Period of attendance

Attendance time

Confirm

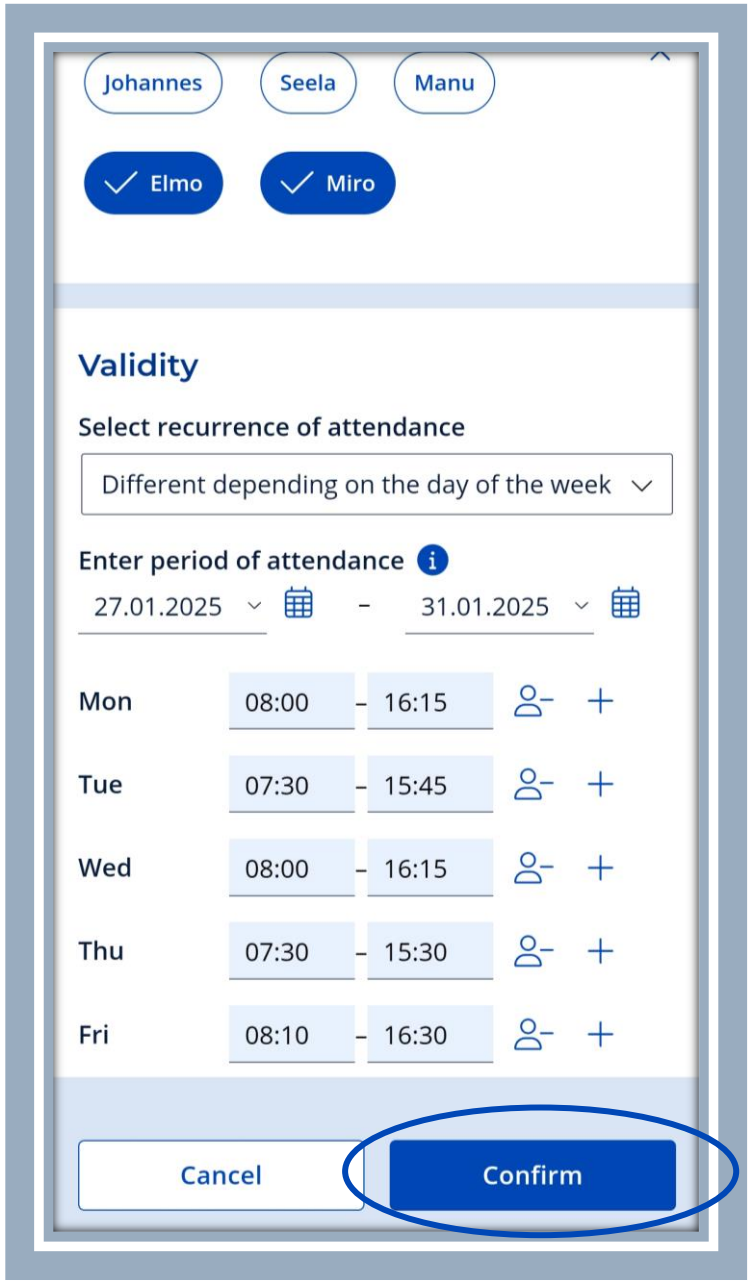
Same time every day



If your child's early childhood education needs are at the same time every day, you can make a reservation for a longer period.

Enter period of attendance and attendance time.

Different depending on the day of the week

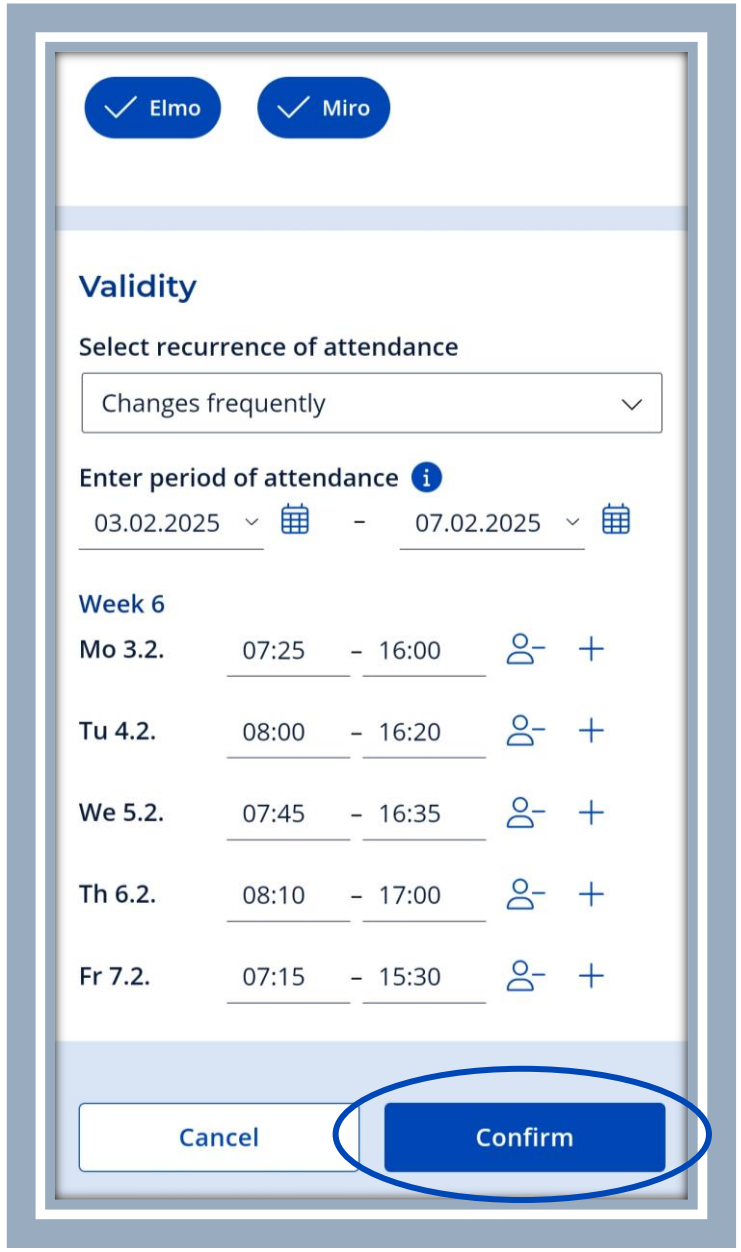


You can also submit an attendance notification according to weekly changing attendance times.

Enter period and times of attendance for each day of the week.

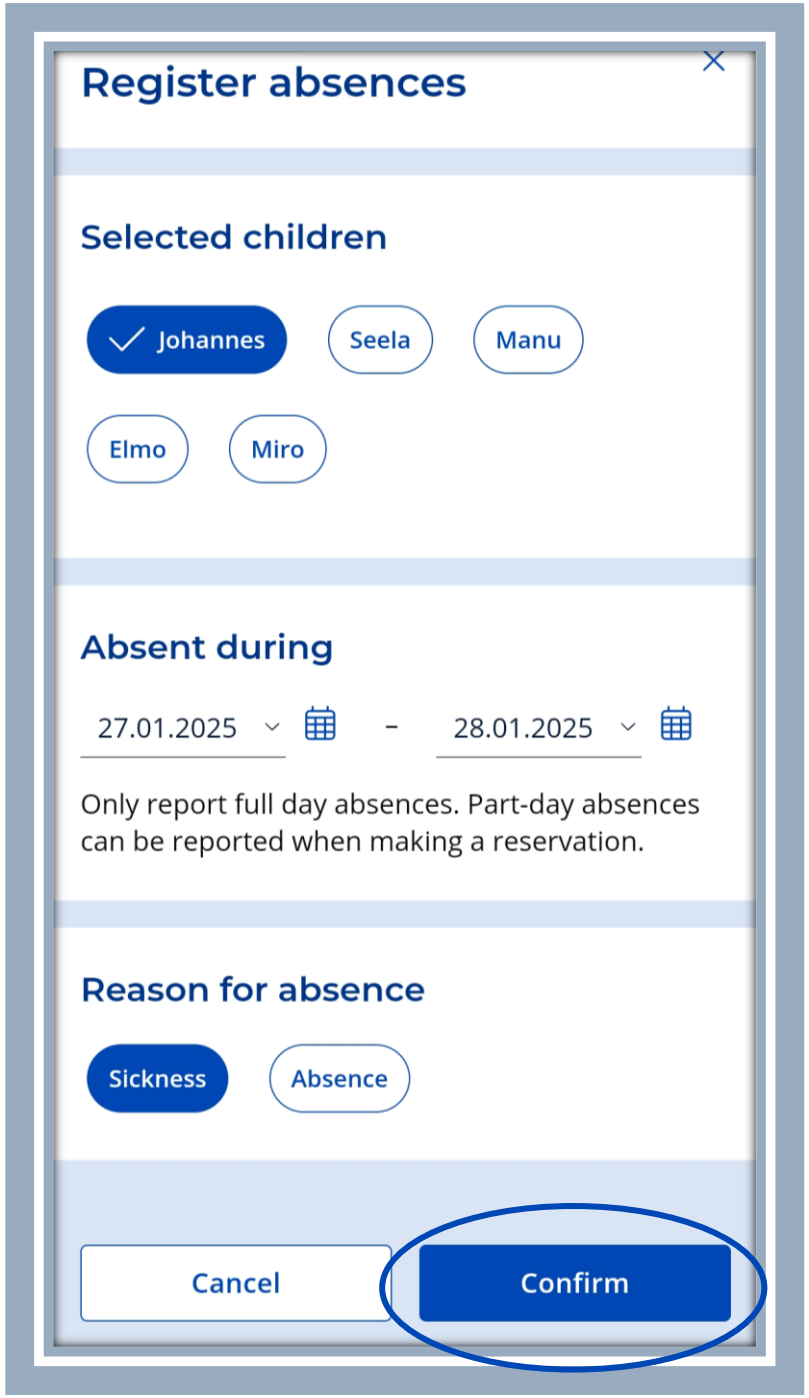
The same attendance times will be copied to all weeks of the period.

Changes frequently



You can also submit an attendance notification for times that changes frequently.

Enter period and times of attendance for each day of that period.



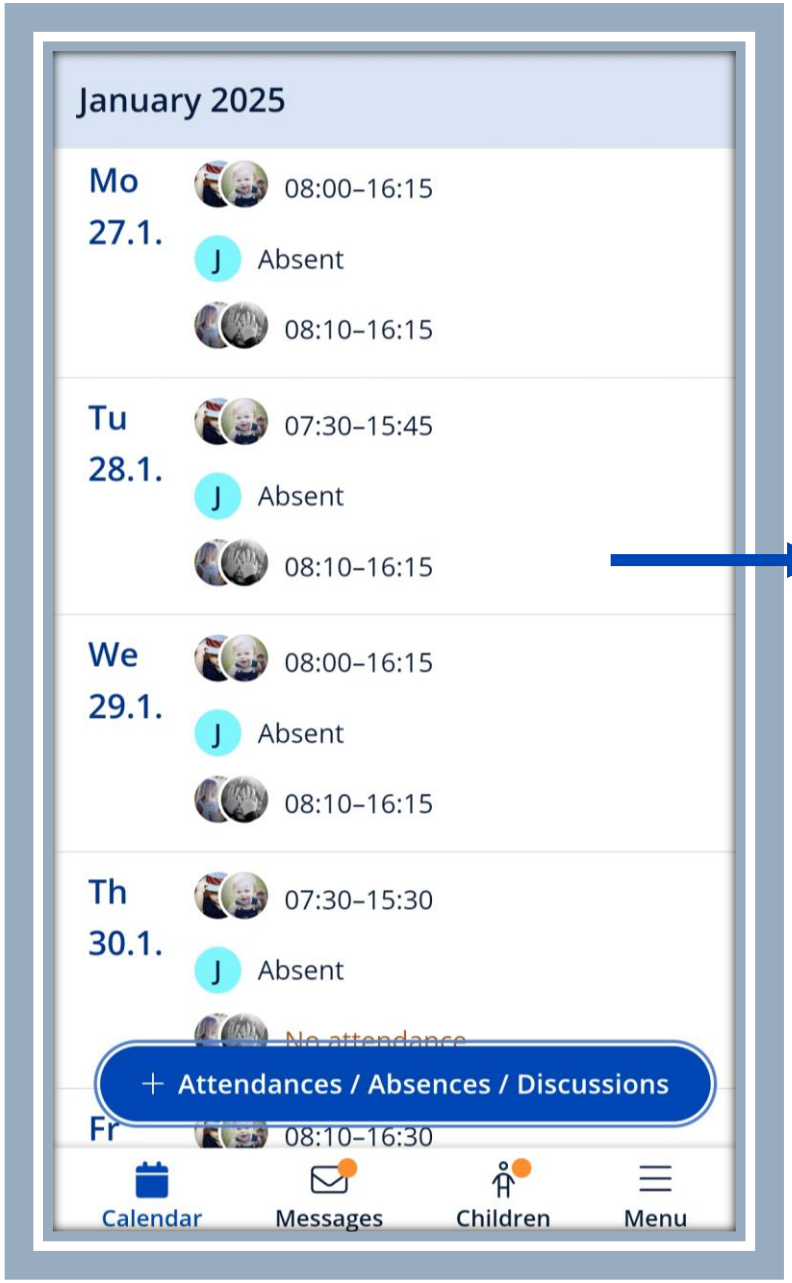
From the same view you can report the child's absence from early childhood education.

Select the children whose absence you want to report

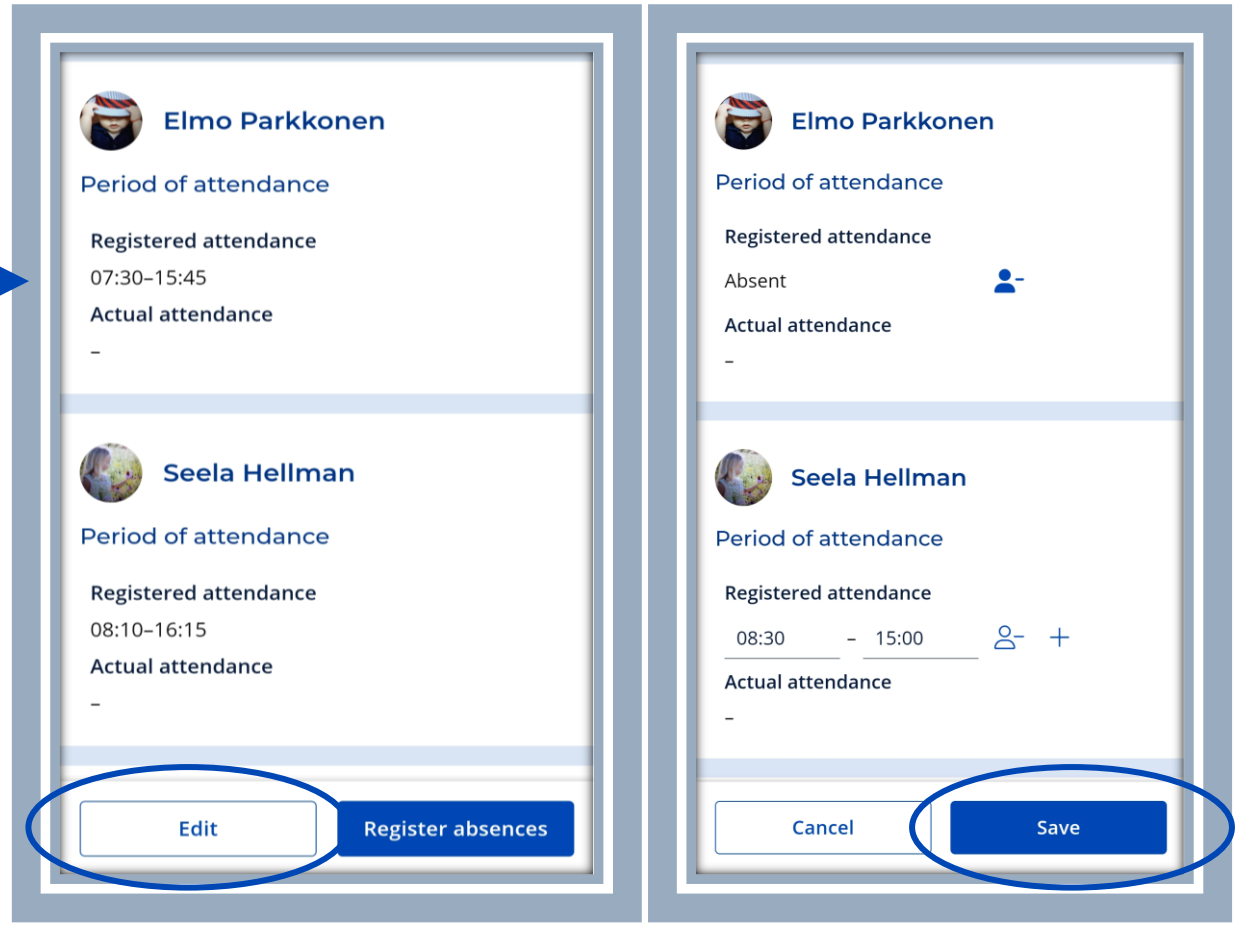
Enter absence period

Select a reason for the absence, sickness or absence

If you select an individual day from the calendar, you can see the reservations made for the day or if a child is reported absence.



You can edit the reservation or add an absence by 6pm on monday of the previous week.



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