

STEP BY STEP GUIDE

BOARDING EXEAT FORM



WOODRIDGE

COLLEGE AND PREPARATORY SCHOOL
more than a school...an experience

THE BOARDING EXEAT DAYBOOK NEEDS TO BE **COMPLETED BY THE PARENT / GUARDIAN** OF THE PUPIL WHO IS NEEDING TO “SIGN OUT” OF BOARDING RESIDENCE. THE DAYBOOK NEEDS TO BE COMPLETED EVERY TIME A BOARDER WISHES TO LEAVE THE CAMPUS,

https://engage.woodridge.co.za/default.aspx

Parent Portal

Home My Details Daybook My DMS My Calendar Websites

My Calendar

today Sep, 2020 DAY WEEK

Mon	Tue	Wed	Thu	Fri	Sat
31	1 Sep	02	03	04	05
	Prep: Term 2 Break				
		Term 3 Start			

Login to your Parent Portal.
<https://engage.woodridge.co.za>

Select “**DAYBOOK**” from the top tabs.

Parent Portal

My Details Daybook My DMS My Calendar Websites

Daybook Type: Boarding Exeat Daybook Sub Type: All items checked

All Daybook Content

Daybook

Incidents & Actions

Achievements

Detentions

Boarding Exeat

Bus Pass Request

Excuse Note

Meals

Notes and Messages

San Notes

Date From: 16/01/2019 Date To: 03/12/2019

Next, select the “**DAYBOOK TYPE**” by clicking on the drop down box.

Select “**BOARDING EXEAT**”

Parent Portal

Daybook My DMS My Calendar Websites

Daybook Type: Boarding Exeat Daybook Sub Type: All

Date From: 16/01/2019 Date To: 03/12/2020

Add New Entry

Add new: Boarding Exeat

Boarding Exeat ✓
 Bus Pass Request
 Excuse Note
 Meals
 Notes and Messages

Add New Entry

Click “**ADD NEW ENTRY**”

Select “**BOARDING EXEAT**” from the dropdown box.

Click “**ADD NEW ENTRY**”

Daybook | Create Boarding Exeat

Available Pupils

Clephane, Clayton Patrick

Selected Pupil Recipients (1/70)

Clephane, Camryn Tess

You will be taken to the Bus Pass Request Form.

- 1.) Select the child(ren) you wish to request sign out (Exeat) for.
- 2.) Click **right arrow** to move the selected child
- 3.) The Selected children will appear under the “**Selected Pupil Recipients**” column on the right hand side.

Reason for Exeat / Additional Comments or notes

Send Request to House Parent for Approval (Only select the Pupils Residence Master)

Send Notice: Select Staff:

Mr Christoff Opperman

Save Save and Close Send Notice

Complete the form, selecting the date and time and Bus required.

Tick the checkbox next to “**Send Notice**” and the bus administrator you wish to send the request to from the drop down box.

Stephanie Els (College)
Lizaan Stamos (Prep)

then “**Save and Close**”

- You will receive a confirmation of receipt and a email confirming if the Exeat request has been approved or declined.
- Please note that once you receive approval, if your child will be getting the bus, or if they are signing out with a friend who takes the bus, a “**Bus Pass Request**” Daybook will need to be completed (same instructions as above but select the Bus pass daybook instead.