

Report a catechism absence

Let the catechist know your child will miss one or more meetings, with the reason and an optional note.

2 min · Available · 2026-09-26

Before you begin

- ✓ The child must be enrolled and confirmed in a catechism group.
- ✓ There must be upcoming meetings scheduled.

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Open your child's page

Open **Catechism** and your child's page. Under **Upcoming meetings** you see the group calendar; meetings you already reported show the reason. Select **Report an absence** (on a phone **Absence**).

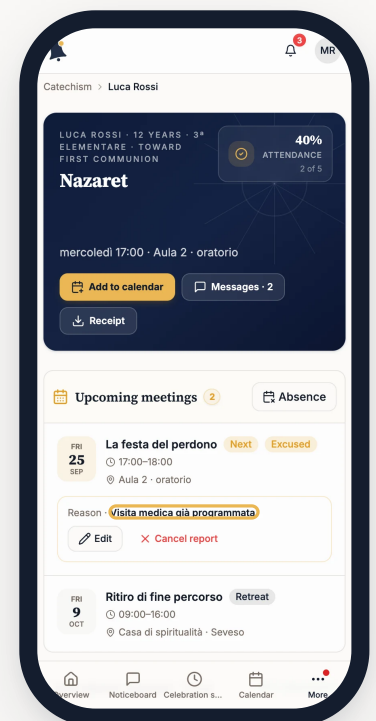


Fig. 1 Meetings already reported show the reason.

2

STEP 2 OF 4 · 1 MIN

Choose meetings and reason

Under **For which meetings?** select one or more meetings. Choose **Excused absence** or **Just absent**; for an excused absence pick the reason (Illness, Family commitment, Travelling, Sport / school, Other).

Add a **Note for the catechist** if you like: the catechist and parish leaders read it, not other parents.

The screenshot shows a mobile app interface for reporting an absence. At the top, it says 'Just absent' with a subtext 'Without a specific reason. It will show ...'. Below this is a 'Reason' section with buttons for 'Illness' (highlighted), 'Family commitment', 'Travelling', 'Sport / school', and 'Other'. A 'Note for the catechist' section is labeled 'Optional' and contains a text box with the note 'He will come for the snack'. Below the note is a small disclaimer: 'The note is visible to the catechist and the parish leaders. Not to other parents.' A yellow notification banner states: 'You'll report 1 meeting · Excused absence · Illness. The group staff gets a notification.' At the bottom are two buttons: 'Send report' and 'Cancel'. The app's bottom navigation bar is visible with icons for 'Overview', 'Noticeboard', 'Celebration s...', 'Calendar', and 'More'.

Fig. 2 You can report several meetings at once.

3

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Send

Select **Send report: Absence reported** appears and the group staff get a notification. From the child's page you can still edit or cancel the report until the meeting has passed.

The screenshot shows the 'Absence reported' confirmation screen. At the top is a green checkmark icon. Below it is a yellow banner with the text 'Absence reported' and 'The catechist has been notified that Luca Rossi will be absent from 1 meeting.' Below this is a red warning box titled 'Below the attendance threshold' with the text 'projected attendance 29% · threshold 70%'. It includes a progress bar showing 'current attendance 40%' and 'min 70%'. The text continues: 'With these absences Luca would drop to 29%, below the 70% required to receive First Communion. Best to talk it over with the catechist.' Below the warning box is a light blue box titled 'Who sees this report' with the text: 'The catechist and the parish leaders see this absence and your note. You'll find it under the upcoming meetings and can edit or cancel it until the meeting has passed.' At the bottom is a dark blue button labeled 'Back to the child's page'. The app's bottom navigation bar is visible with icons for 'Overview', 'Noticeboard', 'Celebration s...', 'Calendar', and 'More'.

Fig. 3 The catechist has been notified.

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What the catechist sees

In the attendance register the absence shows as **Reported by the parent**, with reason and note: the catechist does not need to ask you again.

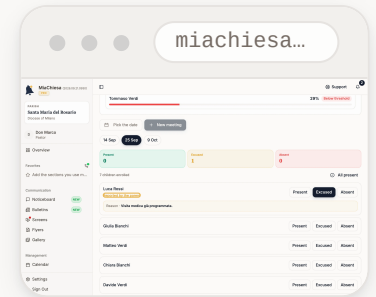


Fig. 4 The register shows the family's report.

What you have achieved

- ✓ The catechist knows about the absence and its reason in advance.
- ✓ The report stays editable until the meeting.

Troubleshooting

I can't see Report an absence



There are no upcoming meetings or the enrollment is not confirmed yet.

I see "No meetings to report"



You already reported all scheduled meetings. You can edit them from the child's page.

Can I report a past meeting?



No: reports apply only to upcoming meetings.