

Dear parents/guardians,

In the event that you wish to notify us that your child will be absent or sick, you can do so via the SOMtoday parent app or through the parental platform (ouderportaal) of De Meergronden (more information below). Notification of sickness should be done **every day** until the learner is back at school. Unfortunately, we cannot accept nor process any telephonic or email notifications of your child's absence.

Should you not have your login details anymore, please contact applicatiebeheer@meergronden.asg.nl for assistance.

Please do not hesitate to contact us at info@meergronden.asg.nl should you have any questions.

Instructions on sending a notification of absence

Notification sent through the "ouderportaal".

Step	Instructions
1.	Go to the ouderportaal (https://ouders.meergronden.nl) or to the website (www.meergronden.nl) and select the Login button and then select the parent option.
2.	Log into the Ouderportaal/ SOMtoday.
3.	Select the menu bar at the top for SOMtoday.
4.	Click on "Afwezig melden".
5.	Select a reason for being absent: <ul style="list-style-type: none">• <i>Ziek/ziekenhuis</i> (sick/ hospital): Enter the start date, click on next and select the end date. Take note that you have to send a new notification every day that your child is absent.• <i>Dental Care (dentist/orthodontist)</i>: Enter the start date, then enter the starting time as well as the end time and click on next.• <i>Dokter/ specialist</i>: Enter the start date, then enter the starting time as well as the end time and click on next.
6.	Add a comment, click on "volgende".
7.	Click on "Versturen"

How to send a notification using the SOMtoday app

Stap	Handleiding
1.	Open the “SOMtoday” app on your cellphone.
2.	Click on the “Afwezig” tab.
3.	Select a reason for being absent: <ul style="list-style-type: none">• <i>Ziek/ziekenhuis</i> (sick/ hospital): Enter the start date, click on next and select the end date. Take note that you have to send a new notification every day that your child is absent.• <i>Dental Care (dentist/orthodontist)</i>: Enter the start date, then enter the starting time as well as the end time and click on next.• <i>Dokter/ specialist</i>: Enter the start date, then enter the starting time as well as the end time and click on next
4.	Add a comment.
5.	Click on “Volgende” to save the absent report.
6.	Click on “Versturen”.

Warmest Regards,

Administrative Assistants



O.S.G. De Meergronden

Bezoekadres: Marktgracht 65, 1353 AL Almere

Postadres: Postbus 73, 1300 AB Almere

(036 - 547 27 27)