



ARTICLE: Parent - How to Create a New Leave Request - App

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The Reach app is designed for use as a transaction platform, it is freely available to use by all parents with an active account.

Access to the major transaction elements is provided, however it is not a complete replication of the Reach web portal.

How to Create a New Leave Request

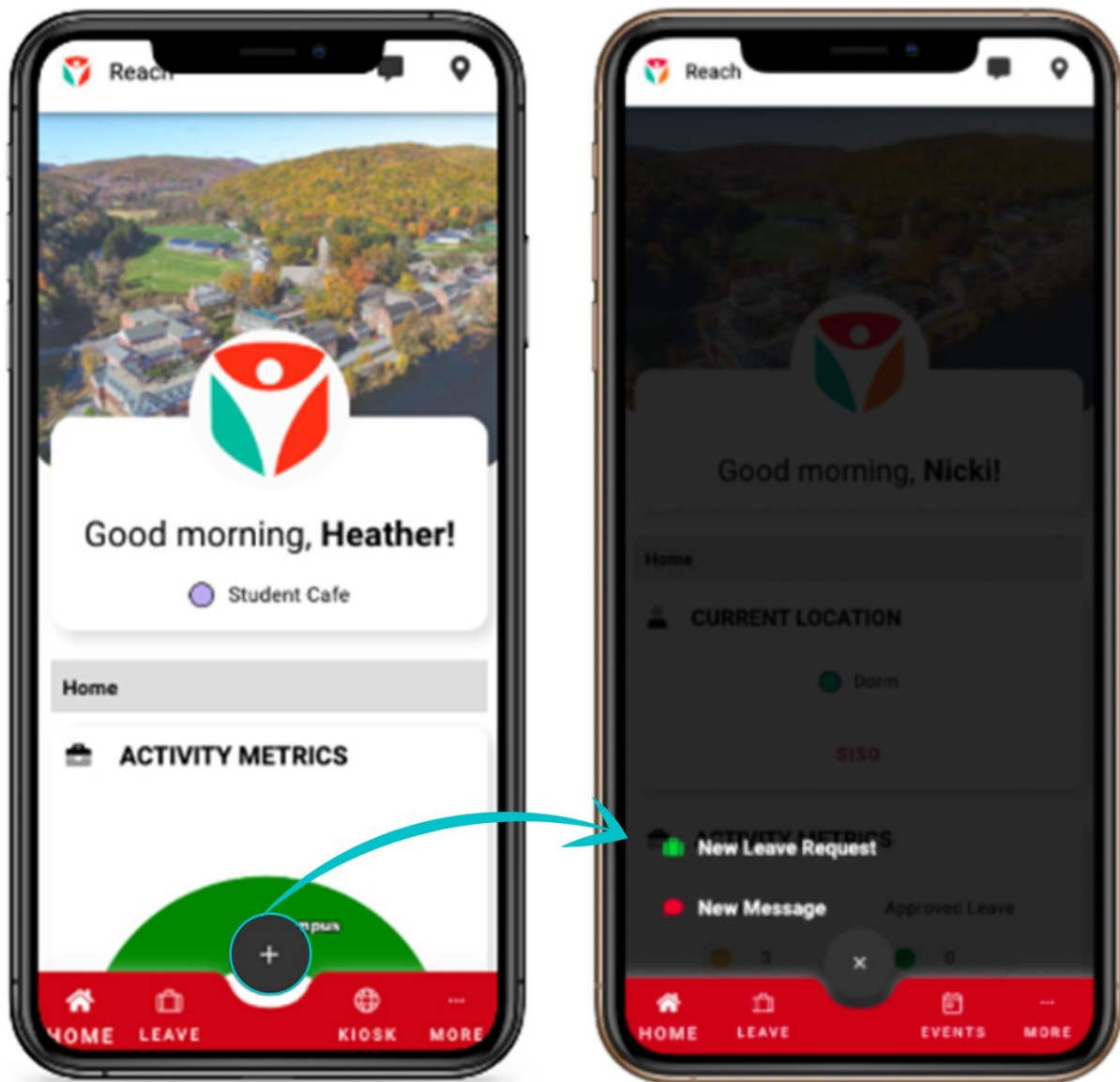
Using your access details, login to the Reach mobile app.

On the welcome screen, you can see a black PLUS button in the middle of the bottom screen.

Tap on the PLUS menu button to open the additional options screen.

Here you can see New Leave Request and New Message.

Tap on New Leave Request.



The New Leave Request screen opens with a series of prompted screens as indicated by the active dots at the top of the screen.

On each screen, select/input the required detail and tap the Next button to activate the following screen.

NOTE: You can slide screens left/right to view, however, data will only become active after you tap on Next.

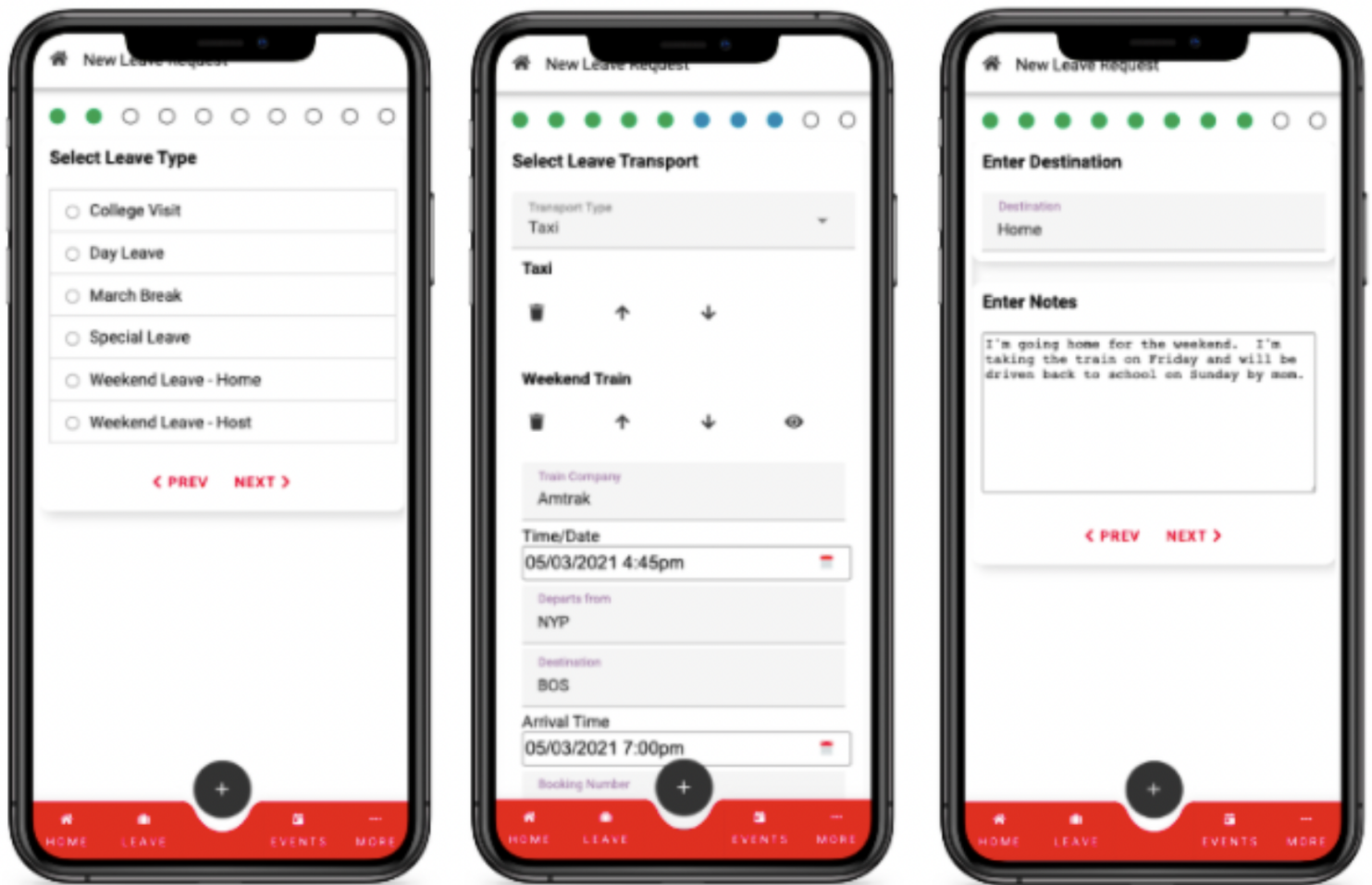
Select/input data for each screen.

Additional information;

- Select the required student from the list, as you may be authorised to manage multiple students.
- Select a host from the list of people you have authorised, if not required, select 'No Host Necessary'.
- Parents have the ability to select multiple legs of transportation for departure and return.
- Recurring leave can be set with frequency and duration.

Be sure to add all relevant information on the notes screen.

Prior to submitting, review all details and make changes if needed, then tap on Finished.



Once your new leave request has been submitted, an email will be automatically sent for those required to authorise.

You can edit and cancel this new leave item at any time via the app.

Additional Mobile App Documents

User Guide

[How to use the Parent Mobile App](#)

Login

[How to login via Web Browser](#)

[How to login via Mobile App](#)

[How to Access the App via Web Browser on Mobile Device](#)

Leave Requests

[How to Create a New Leave Request](#)

[How to View Existing Leave Items](#)

[How to Approve a Leave Request](#)

[How to Edit a Leave Request](#)

[How to Add Hosts](#)

Parent Information

General: [Welcome to your Reach Portal](#) / [Parent Primer](#) / [How to use My Account](#)

Web Browser based login: [How to Access Reach](#) / [Reach - Software Basics](#) / [Navigate Reach](#)

Mobile App based login: [How to Access Reach](#) / [Reach - Software Basics](#) / [Parent Mobile App User Guide](#)

Support: [Help Center and Knowledge Base](#)