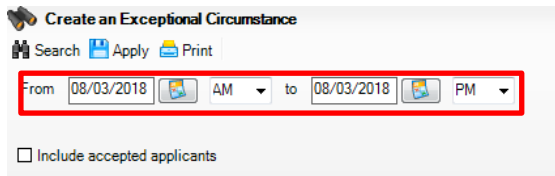


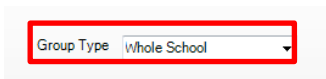
## Apply Y Code

Focus > Attendance > Exceptional Circumstance

A screenshot of the "Create an Exceptional Circumstance" form. It includes a search icon, "Apply" and "Print" buttons, and a date range selector. The date range is set from "08/03/2018" AM to "08/03/2018" PM. There is also a checkbox for "Include accepted applicants".

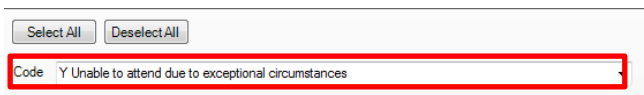
**Create an Exceptional Circumstance**  
Search Apply Print  
From 08/03/2018 AM to 08/03/2018 PM  
 Include accepted applicants

Input the dates

A dropdown menu for "Group Type" with "Whole School" selected.


Group Type: Whole School

Choose who you want to apply the codes for (ie: Class / School etc)

A screenshot showing "Select All" and "Deselect All" buttons above a text box containing the code "Y Unable to attend due to exceptional circumstances".

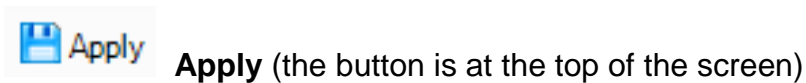
Select All Deselect All  
Code: Y Unable to attend due to exceptional circumstances

Choose the Y Code

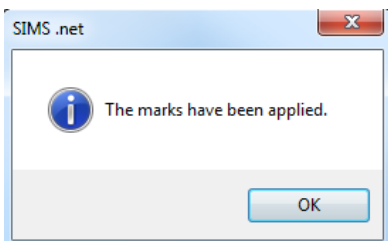
A screenshot of the "Description" field with the text "Whole School Closed Due to Snow" entered.

Description  
Whole School Closed Due to Snow

Enter a description as to why you are applying the code



**Apply** (the button is at the top of the screen)



A message will then show, confirming the marks have been applied.