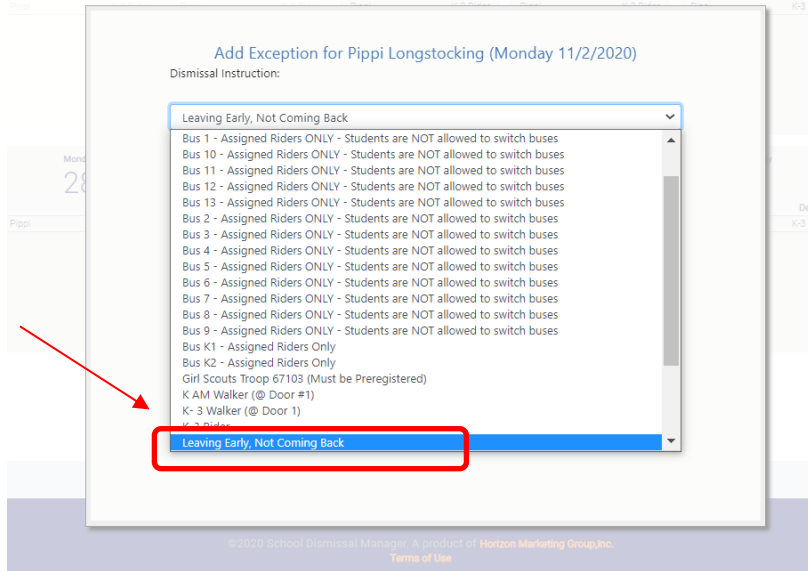Let's say your student has an appointment.

If the appointment was for 9:00AM, you would probably select Late Arrival (green button). If the appointment were for 11:00AM, you might select Leaving Early, Coming Back (green button). Let's say the appointment is for 2:00PM. Then you want the third option: under the drop-down list for Add Exeption – Leaving Early, NOT Coming Back.

In the Notes field, please put the time of departure, reason, and name of the person picking up. For example, "2:00PM, Dentist, mom will pick up."