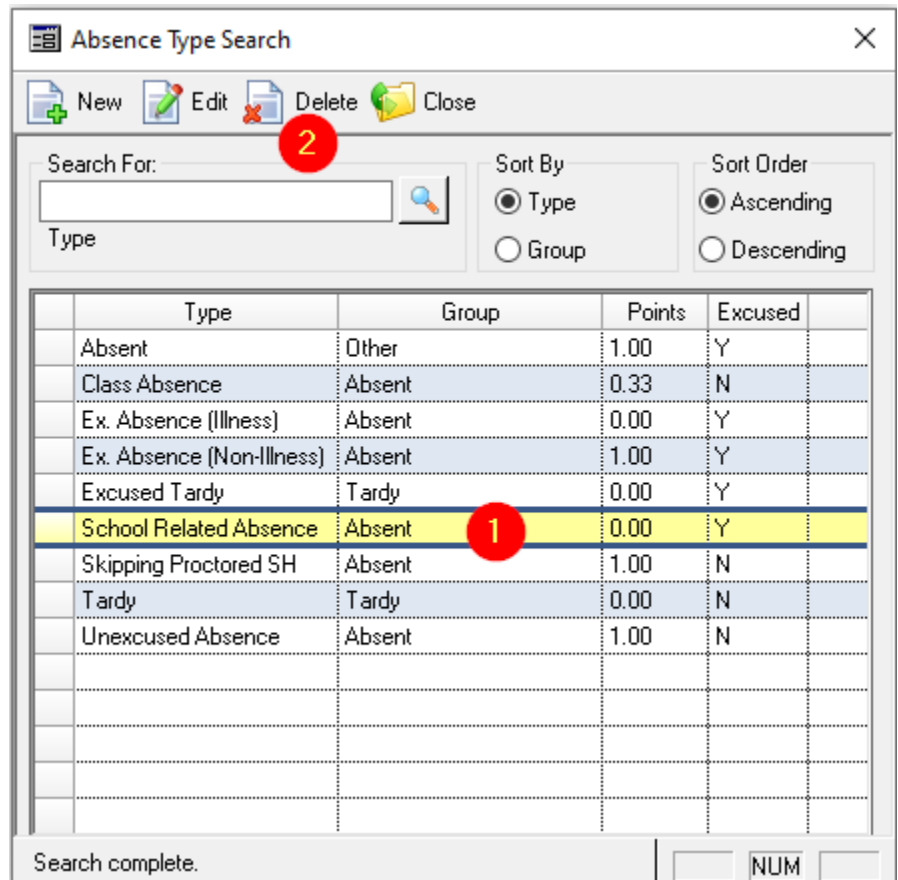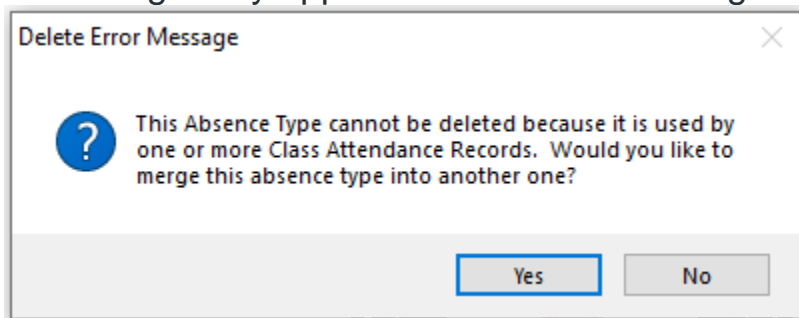# How to delete or merge Absence Types
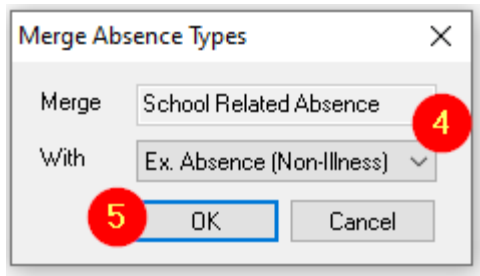
In Deans Off ice > Attendance Setup > Absence Types:

1. Select the Absence Type

2. Delete

3. There will be a confirmation window select Yes

This message may appear > select Yes to merge the Attendance Type

Merge Absence Types ✕

Merge   School Related Absence

With   Ex. Absence (Non-Illness) ⌄

OK   Cancel

4. Select the Absence Type to merge with

5. OK

The Absence Type is now deleted / merged.