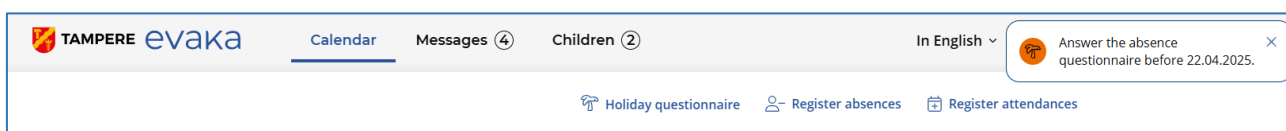# Instructions for Guardians on Reporting the 8-Week Free Summer Absence in eVaka

1. **Log in** to eVaka with your own user credentials.
2. On the **Calendars** tab in eVaka, a notification will appear, which you can click to report the free summer absence.

3. Once you have made your selection, the **Chosen Period** menu will display the absence period you have chosen.

4. If you have not selected the 8-week free absence period, the Chosen Period menu will show "No free absence."

5. **Confirm** the selected periods by pressing the Confirm button.

6. In the **Calendars** view, the period you have chosen will be marked as "Free absence" for the duration you have selected.

7. You can change the selected free period as long as the survey is active. You can access the survey again either by clicking the notification on the **Calendars** tab or via the **Register Attendances / Absences** button → **Respond to the Holiday Guestionnaire**.