

# IST Home Skola

## Information to parents and carers

**IST Home Skola is Östersund municipality's platform for communications between school and home.**

Parents and carers can use IST Home to:

- Receive information from your child's school and the municipality's Children and Education service
- Report your child absent
- See your child's timetable, attendance, grades, etc.
- Book a parent-teacher meeting (utvecklingssamtal)
- Contact your child's teacher

## Where do I get IST Home Skola?

IST Home Skola is an app you can download to most mobile phones. Search "IST Home Skola" in your phone's app store.

You log into the app using your BankID. If you don't have a BankID, you can log in with a Skol-ID. To apply for a Skol-ID, phone the Customer Centre on +46 (0)63-14 30 00 or send an email to [kundcenter@ostersund.se](mailto:kundcenter@ostersund.se).

If you are logging in using a Skol-ID, select *Annan metod* (Other method) when you log in.

## Update your contact details

We sometimes need to contact you by phone or by email. Check your details under Min profil (My details) in the app. If any of your details are not correct, you can change them there.

## How do I report my child absent?

If your child is going to be away from school for a full day, you must report them absent before the first lesson begins. You can report absence a maximum of two days ahead.

If you need to report absence afterwards, contact your school.

To report absence, select *Frånvaro* (Absence) on the app menu. Click the *Anmäl frånvaro* (Report absence) button, select the student's name and the start and end of the absence. *Heldag* (Full day) is preselected. If you want to report absence for part

of a day, click the button to change it. Check that the start and end dates are correct before submitting the absence report. Then click *Skicka in* (Submit).

Once you have submitted your absence report, you cannot change it or remove it. Contact the school to change or delete a student absence.

## Text messages for unauthorised absence

If your child misses a whole lesson and you have not reported them absent, you will receive a text message. You must then contact the school and confirm that you received the message. If you do not contact the school, the school will contact you the same day.

## Student documentation in IST Lärande

IST Lärande (IST Learning) lets you see how your child is doing at school. You can access:

- Tasks and marks
- Extra adaptations
- Action plans

You can also use IST Lärande to prepare for a parent-teacher meeting (utvecklingssamtal).

The app has a link to IST Lärande under *Övriga funktioner* (Other functions). Log in using your BankID.

## Further information

Read more about IST Home Skola here: <https://www.ist.com/sv/for-vardnadshavare>

If you have any questions about how the school is using IST Home Skola, please contact your child's teacher.