IST Home Skola app

You use IST Home Skola to submit a timetable showing when your child will attend preschool. You can also use it to report if your child is unable to attend preschool because they are ill or on holiday. The app can be downloaded from App Store or Google Play.

Log in and get started

To use IST Home Skola, you will need to identify yourself so that we know that you are who you say you are, and also to identify the child whose timetable you are authorised to manage.
We use the BankID and SkolID services. To use BankID, you enter your civic registration number in the app and then approve it using your BankID. If you do not have a BankID, you can contact your preschool and they will help you create a SkolID.

The Gothenburg preschool administration processes your personal data in accordance with the provisions of the Data Protection Regulation (EU) 2016/679 and other applicable legislation.

Registering an attendance timetable

State the drop-off and pick-up times for each day. If the attendance times are the same for several days during the week, you mark all the days in question and the same times will be entered for each day.

The days your child will not be at preschool can be left empty.

The timetable will be repeated for each week and it will go back to the beginning every Monday if you have chosen to register one week at a time, or at the end of the period if you have registered several weeks at a time.

Proceed as follows:
1. Choose the date on which your timetable will begin. Remember that the Preschool Administration recommends that you register changes in the basic timetable without delay. You must notify a change in the timetable as early as possible and it must be submitted no later than two weeks before the change you would like to make comes into effect. The timetable will only begin after it has been approved by the preschool/family day care.

2. Choose the number of weeks you would like to register in the timetable. The timetable will be repeated, and it will go back to the beginning automatically after the stated number of weeks.

3. Choose the child the timetable refers to.

4. Enter the child's attendance times in the timetable. If the attendance times are the same for several days during the week, you mark all

the days in question and the same times will be entered for each day. The days your child will not be at preschool can be left empty. You can also copy a previously submitted timetable by clicking on the copy icon (marked in red in Image 4a). This is useful if you have several children at preschool with the same timetable.

The *Extra time in the day* button only applies for those who have nighttime and weekend care. It is possible to add an extra block of time to the day. This could apply, for example, if your child is picked up in the morning and then returns in the evening (Image 4b). Image 4c shows an example of a three-week timetable, which after week 3 goes back automatically to week 1.

5. Send! The timetable you submit should apply for at least the next two months.

6. The timetable begins on the date you have stated, and only after it has been approved by the staff at the preschool.
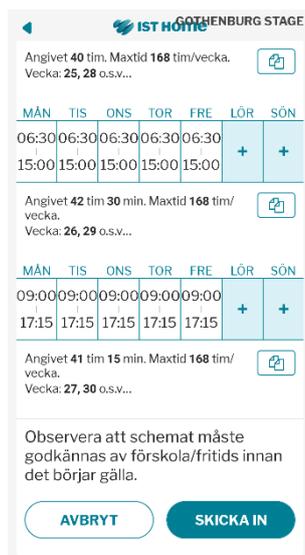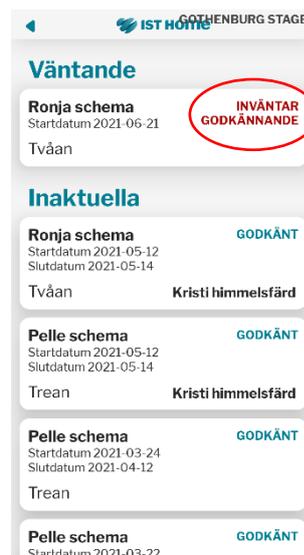

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4a

4b   4c   5   6

The app also has a shortcut to the IST website, which contains further information about how the app works.

Reporting absence due to illness or holidays

Is your child not feeling too good and unable to attend preschool? If so, you can report their absence by following a number of simple steps.

State the name of the child who is ill, enter the date or dates they will be absent, and submit the notification. The notification is pre-set for full days, but you can report part of a day if necessary. You can report that your child is ill three days at a time, including the day you send the notification (Image 7). You then either notify the preschool that your child is well again, or you can extend the period as necessary.

If required, the staff at the preschool can enter a longer period of absence due to illness.

You report absence due to holidays in the same way as absence due to illness. The notification system is pre-set for full days, but you can report part of a day if necessary (Image 8). There are no limitations, but you must bear in mind that you cannot keep your child's preschool place if you are at home for more than two months in succession.

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Individuals permitted to pick up a child

Here you can state the name and possible relationship (voluntary information) between your child and the individuals who are permitted to pick them up from pre-school.

You are responsible for ensuring the information that has been registered is up to date. You can find the relevant tab by clicking on the three horizontal bars at the bottom of the display.

You can also edit your profil and add contact information, phone number and e-mail. This information is visible to the preschool in Lämna & hämta.
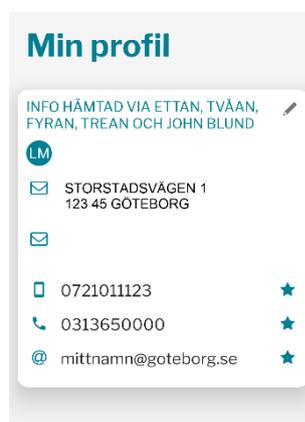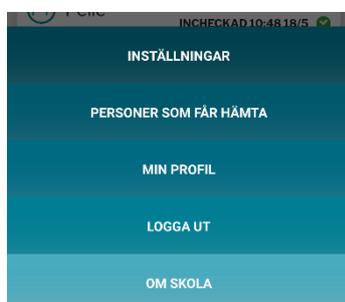
Registering an attendance timetable in the case of shared custody.

When you register the timetable, you can state the time the child spends with each parent/guardian if such an arrangement exists. For example, every other week.
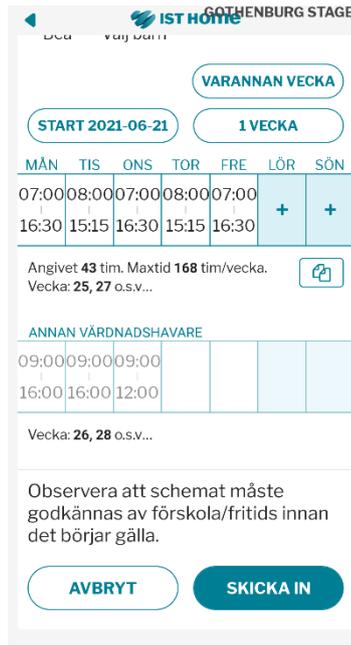
Proceed as follows:

Steps 1–3 are the same as above.

4. Choose the division between the parents/guardians if such an arrangement exists. If not, you can choose Other to set up your own division (Image 9)

5. State the starting date for your first week. Remember not to choose the same starting date as your partner.

6. Depending on the division you have agreed on, you can only create a timetable for the weeks that are "yours" (Image 10).
   Enter your child's attendance times in the timetable. If the attendance times are the same for several days during the week, you mark all the days in question and the same times will be entered for each day.
   The days your child will not be at preschool can be left empty.
   Image 11 shows a timetable where the changeover takes place in the middle of the week.
   The timetable is repeated in the same way as described above under the heading **Registering an attendance timetable**.

7. Send! A notified timetable should ideally apply for at least the next two months.
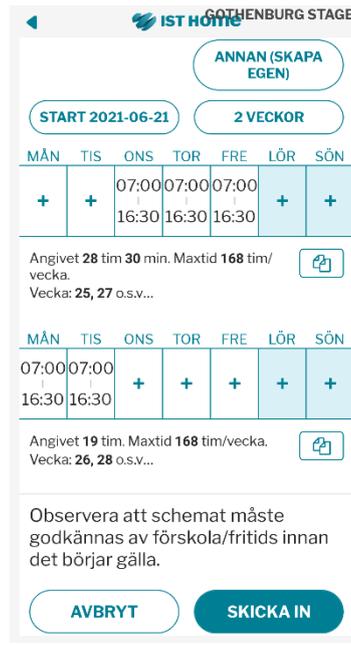
The timetable begins to apply on the date you have stated and after it has been approved by the staff at the preschool.

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You will find information videos at:

https://datorhjalpen.goteborg.se/7765.guide?pageNumber=1