

Follow this process to add:

- All Day Absences; including absences due to COVID 19
- Early Departures;
- Late Arrivals.

For all other Attendance related matters please call the Absence Line on 3858 4697.

1	Sign in to Parent Lounge
	If you are using the App, go to Links/My Marash/Parent Lounge
	For Help with this please email: computerservice@marash.qld.edu.au
2	Go to Student Details / Attendance or select from the four square button (top left of
	screen) and drop down to "Attendance" if using the App.
	Parent Details Student Details Calendar Accounts & Payments Rems to Action Academic Analytics Action Parent Lounge Academic Analytics Action Velcome Attendance Mission analytics Velcome Attendance Mission analytics
	Fire Schemate Addres Lock and Sch word File Lock word File Lock Schemate Lock Schemate Lock Schemate Lock Academite Fileports Word File Lock Impair Model Excits Heget Model Excits Heget Model Excits Fileports Model Excits Heget Model Excits Fileport
3	Click +Add Absence Notification
5	Click TAdd Abscrice Notification
	+ Add Absence Notification
4	Complete Attendance Notification ensuring to select the correct student at the top of the
	screen.
	Student Absence Notification
	*Student
	*Date From 03/02/2022
	*Type of Absence 🗸
	*Reason for Absence
	*Comment 0 of 1500
	Instructions o of 1500
	Attach Medical Certificate 🛛 Drop file here - or -
	+ Choose
	 COVID-19 instructions: If your son has COVID and is unable to complete work online - Enter Type of Absence as <u>Absent</u> from <u>School for Day</u>. Enter Reason for Absence as <u>Sick</u>. If your son has asymptomatic COVID or is a close contact and in isolation and will continue learning from home - Enter Type of Absence as <u>Absent from School for Day</u>. Enter Reason for Absence as <u>Home-Learning</u>.
	Cancel + Submit New
5	The College will review and accept the Notification or contact you for further information.