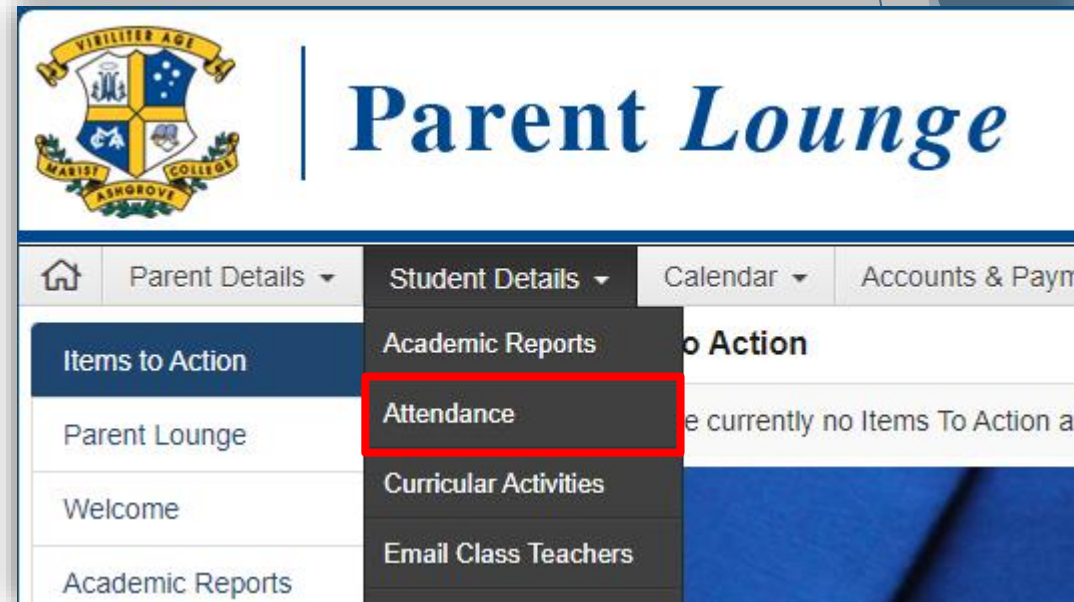


Parent Lounge: Adding Attendance Notifications

This process is for the following Absences:

1. All Day Absences
2. Early Departures
3. Late Arrivals

Within Parent Lounge, navigate to **Student Details → Attendance:**



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Parent Lounge: Adding Attendance Notifications

Here, you will see all recorded absences for your students, including **Date, Type and Reason**:

Attendance

Parent Details ▾ Student Details ▾ Calendar ▾ Accounts & Payments ▾ School Links ▾

▾ Absence Type ▾ ▾ Date Range ▾ Print **+ Add Absence Notification**

Absent Date	Absent Type	Reason	Recurring	Parent Notified	Parent Acknowledged	Action
▾ 2024/1 (Term 1, 2, 3, 4) (12 items)						
						🔍
						🔍
						🔍
						🔍
						🔍
						🔍
						🔍
						🔍
						🔍
						🔍
						🔍

To record an Absence, Click **+ Add Absence Notification**



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Parent Lounge: Adding Attendance Notifications

Complete the Absence Notification, ensuring to select the correct **Student, Dates, Type, Reason and a Comment.**

You may be required to include a **Medical Certificate**, attach this in the file upload box.

Once Finished, Ensure to click **+ Submit New**.

The screenshot shows a web form titled "Student Absence Notification". A red rectangular box highlights the main input fields: a checked "Student" dropdown, "Date From" and "Date To" date pickers (both set to 22/05/2024), "Type of Absence" and "Reason for Absence" dropdown menus, and a "Comment" text area (0 of 1500 characters). Below this, an "Instructions" text area (0 of 1500 characters) is visible. A yellow rectangular box highlights the "Attach Medical Certificate" section, which includes a checkbox, a "Drop file here" area with a file icon, and a "+ Choose" button. At the bottom of the form, there is a "Cancel" button on the left and a "+ Submit New" button on the right. A small note at the bottom reads: "The College may contact you for further clarification on this attendance notification, if necessary."



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