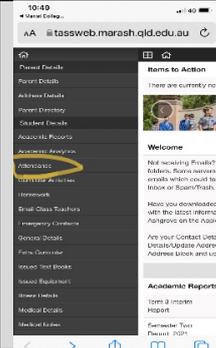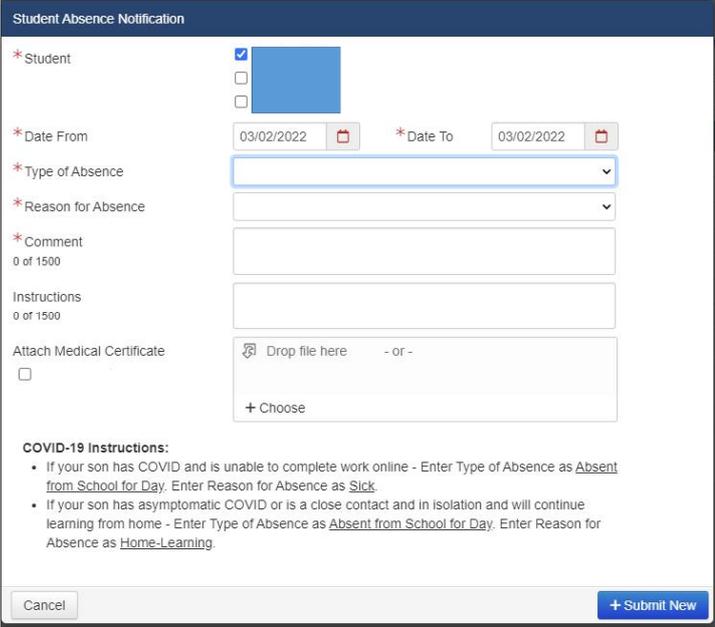# Parent Lounge
Add Attendance Notification

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.
3		Click +Add Absence Notification
4		Complete Attendance Notification ensuring to select the correct student at the top of the screen.
5		The College will review and accept the Notification or contact you for further information.