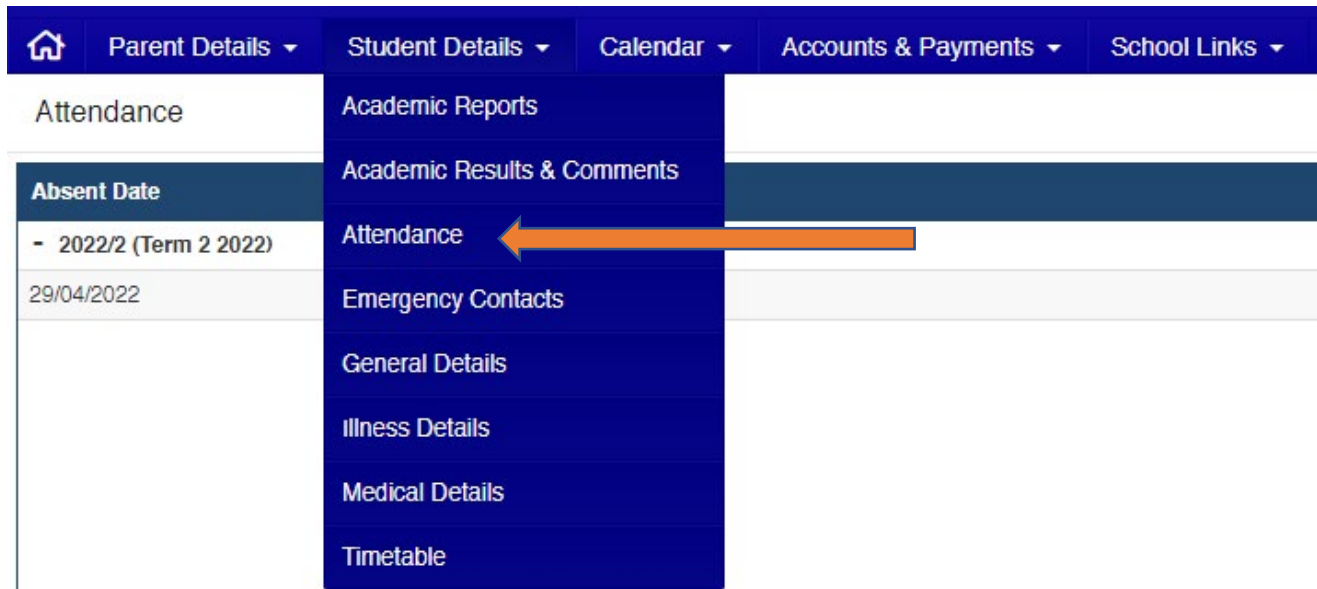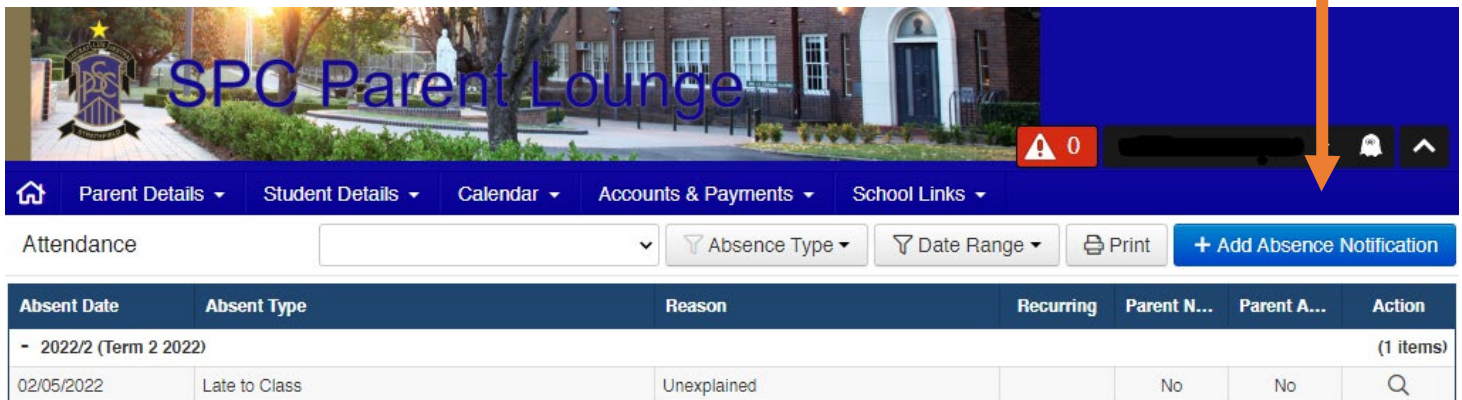# TASS – Parent Lounge

Adding an attendance booking

1. Log into Parent Lounge and under student details, click on Attendance.

2. On the right, click on "Add Absence Notification".

3. Fill out the form fields required and refer to prompts in red text about medical certificate requirement.

Student Absence Notification

*Student	☐ ☑
*Date From	03/05/2022 📅 *Date To 03/05/2022 📅
*Type of Absence	⌄
*Reason for Absence	⌄
*Comment 0 of 1500	
Instructions 0 of 1500	
Attach Medical Certificate ☐ Nathan Trovato	🗊 Drop file here - or - ＋ Choose

A Medical Certificate is required for any student who:

- is absent for more than two days
- is absent for major College events, athletics or swimming carnivals

A medical certificate is also required for any Senior student absent for an exam.

- Requests for 1-2 days Leave should be directed to the relevant Year Coordinator or Director Junior School
- For Leave of 3+ days an Application for Leave should be submitted to the Director of Wellbeing. Application Forms are available on the College website.

Cancel   ＋ Submit New

4. When complete, click on Submit New and the absence will be recorded!

NB: To acknowledge an absence notification, please refer to "Student absence acknowledgement"