TASS – Parent Lounge

Adding an attendance booking

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

ស	Parent Details 👻	Student Details 👻	Calendar 👻	Accounts & Payments -	School Links 👻
Attendance		Academic Reports			
Absent Date		Academic Results & C	omments		
- 2022/2 (Term 2 2022)		Attendance			
29/04/2022		Emergency Contacts			
		General Details			
		Illness Details			
		Medical Details			
		Timetable			

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

Arrent Deta	SPO ails - Studer	Parce	Calendar -	Accourt	tts & Payments - St	Chool Links -	A 0			
Attendance				~	Absence Type ▼	V Date Rar	nge 🕶 🖨	Print + /	Add Absence I	Notification
Absent Date	Absent Type				Reason		Recurring	Parent N	Parent A	Action
- 2022/2 (Term 2 20	022)									(1 items)
02/05/2022	Late to Class				Unexplained			No	No	Q

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	cate <a>Image: Drop file here - or -							
	+ Choose							
A Medical Certificate is required for any student who:								
is absent for more than two daysis 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 <u>Application for Leave</u> 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"