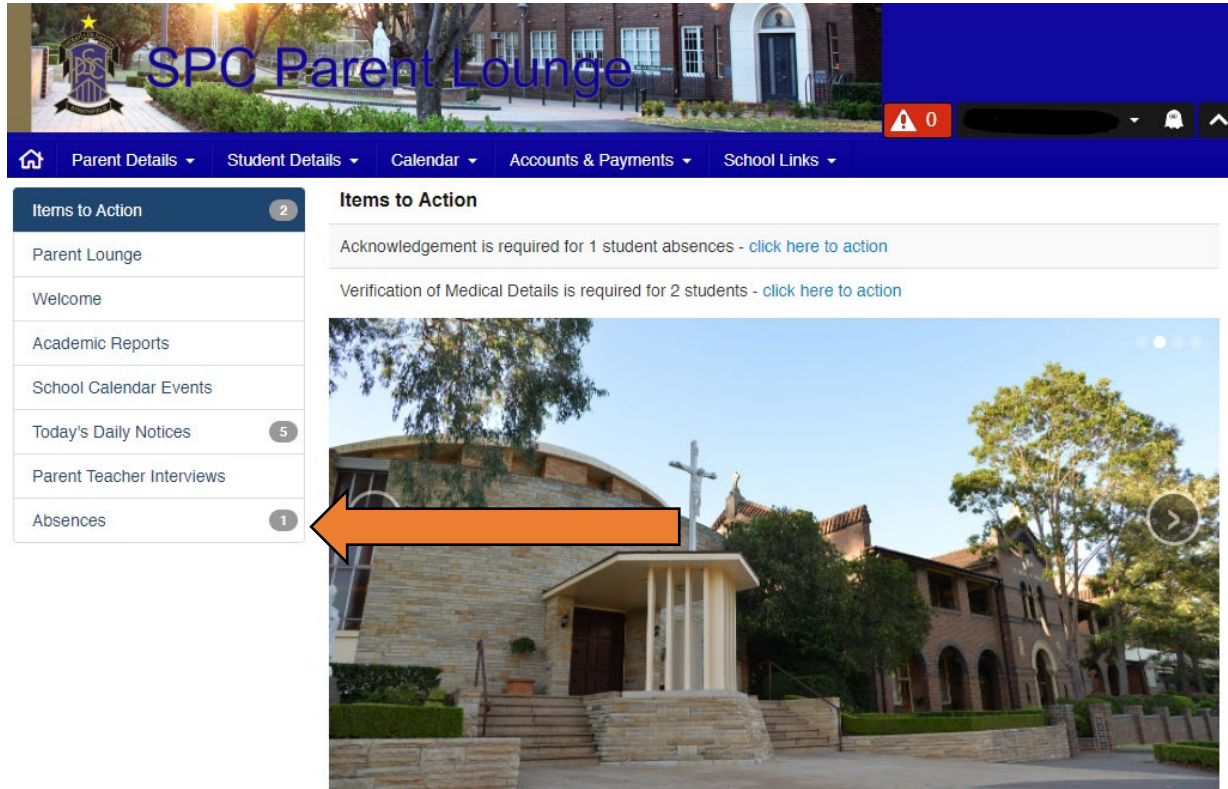


# TASS – Parent Lounge

## Student absence acknowledgement

1. Log into parent lounge and click on absences on the sidebar



2. There will be an absence in this section logged by The College. Click on Acknowledge.

| Absences                                   |                    |                             |
|--|--------------------|-----------------------------|
| 1 Absence requires your acknowledgement    |                    |                             |
| 29/04/2022                                 | Absent from School | <a href="#">Acknowledge</a> |
| 0 Absence Notifications pending            |                    |                             |
| <a href="#">+ Add Absence Notification</a> |                    |                             |

3. After clicking acknowledge, fill out the pop-up window form. The reason provides you will a drop down of options.

**Acknowledge Absence -**

**Date** 29/04/2022

**Absence Type** Absent from School

**\* Reason for Absence**

- Flexible- Study Period
- Leave- Family situation/event
- Leave- Funeral
- Leave- Transport Issues
- Leave-Religious Festival/event
- Sick
- Unexplained

**Comment**

I acknowledge that the details of this absence are correct

4. Click submit and the absence is now cleared and sent to The College!