

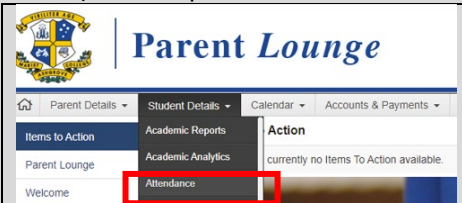
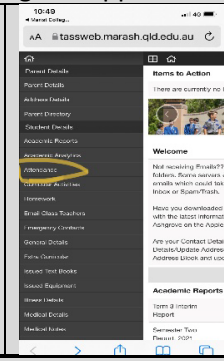



# Parent Lounge

## Add Attendance Notification

Follow this process to add:

- All Day Absences
- Early Departures;
- Late Arrivals.

1	<p>Sign in to Parent Lounge</p> <p>If you are using the App, go to Links/My Marash/Parent Lounge</p> <p>For Help with this please email: <a href="mailto:computerservice@marash.qld.edu.au">computerservice@marash.qld.edu.au</a></p>
2	<p>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.</p>  
3	<p>Click +Add Absence Notification</p> 
4	<p>Complete Attendance Notification ensuring to select the correct student at the top of the screen.</p>
5	<p>The College will review and accept the Notification or contact you for further information.</p>