



Notification of Student Absences Sentral Parent Portal

6th February 2019

Dear Parents/Carers,

All Victorian government schools are required to contact parents/carers on the same day of an unexplained student absence. If your child is absent on a particular day and you have not contacted the school to explain why, the absence will be marked as unexplained.

Rangeview Primary School utilises a program called 'Sentral Education School and Student Management Software' (SENTRAL), which you can now use to notify of your child's absence. This is the same Sentral Parent Portal used to view student reports, message teachers and book Parent Teacher Interviews.

Notification of a Student Absence using the Sentral Parent Portal

1. Log on to the internet at: <https://sentral.rangeview.vic.edu.au/portal>
2. Use your current Student Parent Portal Login Name and Password
(Please contact the office if you do not have your login and password)
3. Click on **Portal Version 2** (top right hand corner of the page)
If your page appears already in Portal Version 2, you can omit this step
4. Click on **Absences** in the side menu
5. Click **Notify of an Absence**
6. Select your child with the tick box
7. Click on the drop down arrow in the **Type** box and select the absence type
8. Select the **Start Date** for the absence
9. Select the **End Date** for the absence
10. Type a comment if required
11. Click on **Send**

Once you have entered your child's absence, the office staff will approve the absence and a notification will be on the Parent Portal stating 'Your future absence request has been approved'.

If your child has any previous unexplained absences, a notification will be at the top of the Parent Portal page stating 'There are # unexplained absences requiring explanation. Please click here to provide an explanation to the school'. You will then be able to choose the absence and provide an explanation.

Absences can still also be provided by phoning the school on 03 9874 6381 and dialing 1.

Should you experience any difficulties please contact the office for assistance on 03 9874 6381.

Kind regards

Ms Kate McLeod
Assistant Principal