



# St. Patrick's Catholic Primary School

PREP TO YEAR 6

35 Mulgrave Street, Bundaberg West, Q 4670  
T 07 4152 1380 | F 07 4152 7125

## Absentee Entry via Parent Lounge

This outlines how to lodge 'All Day Absences' for your child/children through Parent Lounge.

- Access Parent Lounge with your username and password.  
(Note - This can also be saved as a bookmark on your phone or tablet.)

Parent Lounge - Login [Forgot Password?](#)

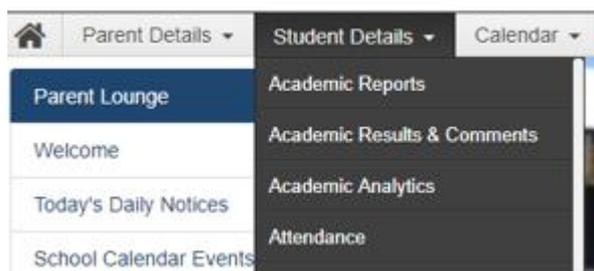
**Parent LOUNGE**  
POWERED BY TASS®

\* Username

\* Password

[System Requirements](#)

- Under Student Details - select **Attendance**.



- Then select **Add Absence Notification**.

[+ Add Absence Notification](#)



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- Select the student or student's to be marked absent.
- **Type of Absence** - select *Absent All Day*.
- Select Reason for Absence. Choose from *Sick, Family Leave or Holiday with Family*. (Note - You are able to attach a medical certificate if necessary).
- Click on the **Submit New** button.
- Your request will be sent to the office for final approval into our student information system.

### Student Absence Notification

\* Student  Student Name 1  
 Student Name 2

\* Date From 02/05/2019  \* Date To 02/05/2019

\* Type of Absence

\* Reason for Absence

Comment  
0 of 1500

Instructions  
0 of 1500

Attach Medical Certificate  
 Charles Scott

Drop file here - or -

+ Choose

TEST 2019

Cancel