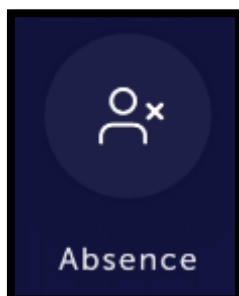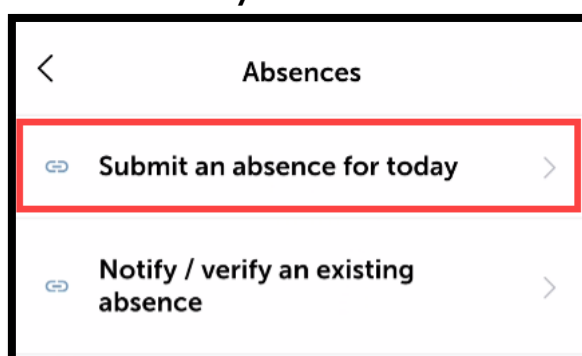# Notifying the College of your Child's Short-Term Absence

The following steps outline how to notify the College of a short-term, unexpected absence (e.g. illness, immediate family matter, medical appointment, etc).

Step 1: Click on **Absence** on the Home Screen:

Step 2: Select **Submit an absence for today**

Step 3: Complete the form, filling in the appropriate details of your child's absence.

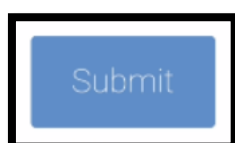---

Reasons related to COVID-19

If a student is not attending school on any given day, parents are required to register the absence on the App by 8am, using one of the options:
   • Sick
   • Sick (COVID)
   • Presenting COVID Symptoms (At-Home Learning Request)
   • COVID Positive – Presenting Mild Symptoms (At-Home Learning Request)
   • Household contact - Isolation (At-Home Learning Request)

If a student is sick and unable to attend, or unable participate in At-Home Learning, please select 'Sick' or 'Sick (COVID)'.

If a student is presenting COVID symptoms, or is COVID positive with mild symptoms, or a Household contact of a positive COVID case and they can participate in At-Home Learning please select the suitable category. This notifies the classroom teacher that they are well enough to participate in class online.

Press **Submit** to complete the form.

Important!

Absences notified via the College App constitute a legal document between yourself and College. As such, please ensure that your login credentials are kept private. If you believe that your child knows your password, please reset your password immediately by clicking here, or call the ICT Helpdesk on 9713 3111 for further details.

Further to the point above, absences notified to the College using this method are not required to have a note brought into the College, however supporting evidence (e.g. a doctor's certificate) may be required and can be given to your child's Home Room Tutor.