TASS - Acknowledging your Childs Absence

The following steps outline how to acknowledge your child's absence from school via the TASS Parent Lounge after you receive an SMS or a reminder email.

Step 1

On the Parent Portal, select **TASS Parent Lounge**.

Alternatively, click on the following URL:
https://tass.rosebank.nsw.edu.au/ParentLounge/

Important!

Your username is typically in the format <FirstName>.<LastName> (e.g. john.smith). If you have forgotten your password, click on **Set/Reset Password** and follow the prompts.

If you continue to have troubles logging in, please contact the ICT Helpdesk via on 9713 3111 or email at helpdesk@rosebank.nsw.edu.au.

Step 2

On the Home Screen, select *Acknowledge* under the Absences area:

Step 3

1. Update the 'Reason for Absence'
2. Enter a comment explaining
3. Tick *I acknowledge that the details of this absence are correct*
4. Press *Submit Acknowledge*