

## Notifying the College of Your Child's Absence

The following steps outline how to notify the College of your child's absence from school via the TASS Parent Lounge.

### Step 1

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

Alternatively, click on the following URL:

<https://tass.rosebank.nsw.edu.au/ParentLounge/>

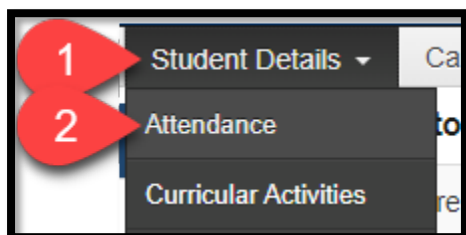
### Important!

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.

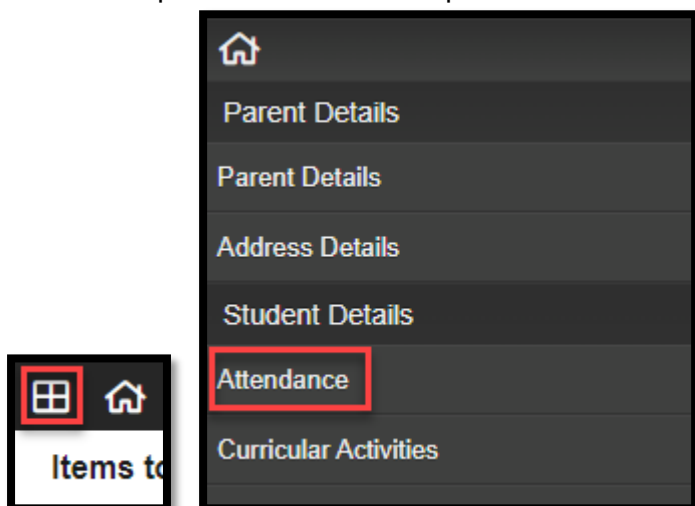
If you continue to have troubles logging in, please contact the ICT Helpdesk via on 9713 3111 or email at [helpdesk@rosebank.nsw.edu.au](mailto:helpdesk@rosebank.nsw.edu.au).

### Step 2

Select **Student Details > Attendance**:

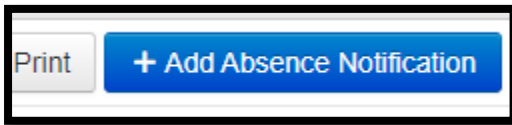


Note: mobile phone users will need to press the Grid button to see this option:



### Step 3

Click **+Add Absence Notification**



### Step 4

Enter in details about your child's absence:

**Student Absence Notification**

\* Student  **Ferris Bueller**

\* Date From  \* Date To

\* Type of Absence

\* Reason for Absence

\* Comment  
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Instructions  
0 of 1500

Attach Medical Certificate  
 **Ferris Bueller**

+ Choose

<i>Student</i>	Select the student/s that this absence notification is for.
<i>Date From/Date To</i>	The date range that the absence notification is for.
<i>Type of Absence</i>	Can either be: <ul style="list-style-type: none"> <li>Absent from School – use this option to notify that your child will either be absent from school all day, or part of the day</li> <li>Early Departure – use this option to notify the College that your child will need to leave early</li> </ul>
<i>Comment</i>	Please enter details about the student's absence
<i>Instructions</i>	Optional field.
<i>Attach Medical Certificate</i>	Optional field. Your child's medical certificate can be entered here.

### Step 5

Press **+Submit New**.

