Attendance - TASS Parent Lounge

Absence Notification

To Inform School before 9:00am on day of absence:	Haven't Informed School:
• *Add Absence Notification* in Parent Lounge • Parent will not receive Absentee alert as School has been informed Attendance queries can be directed to: attendance@tphs.nsw.edu.au	• Student will be marked absent • Parent receives SMS and Email • Parent acknowledges existing Absentee Record with a reason in Parent Lounge within 7 days

Early Departure

Requests for approval of an early departure from School must be received by 9:00am on the intended day of departure. **Students must sign out at Reception prior to departure**.

To Inform School
• *Add Absence Notification* in Parent Lounge selecting 'Early Departure' as Type of Absence • Student must sign out at Reception before departing campus

Late Departure

Inform School on the day of late arrival. **Students must sign in at Reception on arrival**.

To Inform School
• *Add Absence Notification* in Parent Lounge selecting 'Late for School' as Type of Absence • Student must sign in at Reception on arrival to campus