

Absence Notifications and Acknowledgement in TASS Parent Lounge

You are able to '**Add Absence Notification**' to notify the School of an absence in advance or '**Acknowledge**' an existing unexplained absentee record for a student in TASS.

To access the TASS Parent Lounge, please go to: <https://www.pittwaterhouse.com.au/portal> Click Parent Lounge and Login.

Add Absence Notification:

1. Select the +Add Absence Notification option
2. Select the Student that is Absent
3. Enter the Date Range
4. Select the Type of Absence from either Absent from School, Early Departure, Late for School
5. Select the Reason for Absence
6. Add any extra Comments
7. Attach Medical Certificate if required
8. Submit

+ Add Absence Notification

Student Absence Notification

* Student Student Name #1
 Student Name #2

* Date From 26/08/2021 * Date To 26/08/2021

* Type of Absence Absent from School

* Reason for Absence Sick/Medical Appointment

* Comment
0 of 1500

Instructions
0 of 1500

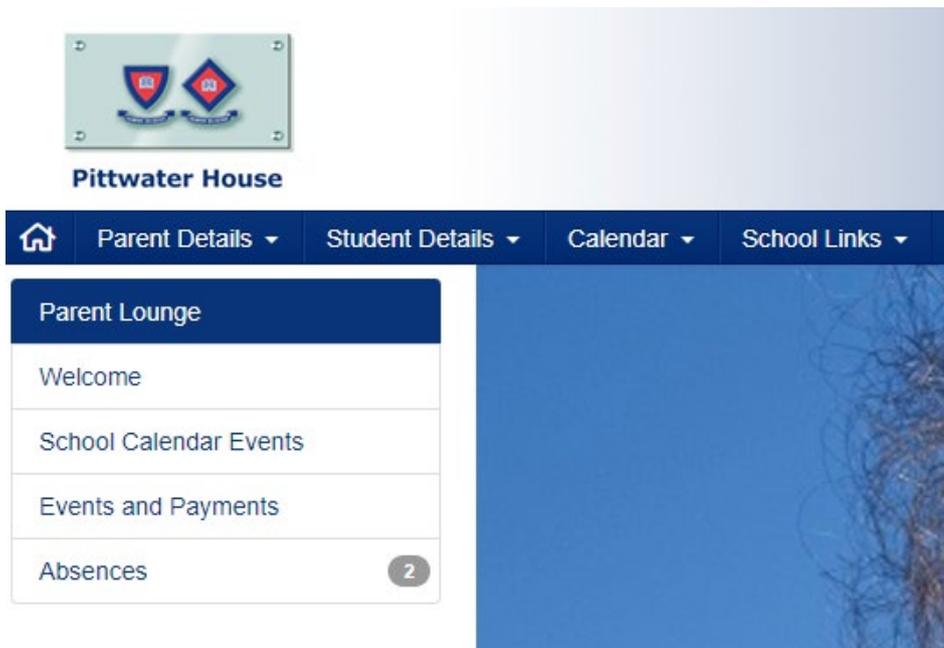
Attach Medical Certificate
 Student Name #1

Drop file here - or -
+ Choose

Cancel + Submit New

To acknowledge an existing unexplained absence :

1. Select Absences from the Parent Lounge



2. Absentee Records that require your acknowledgment will show in the table.

Absences

2 Absences require your acknowledgement

Student Name	29/07/2021	Absent from School	Acknowledge
Student Name	26/08/2021	Absent from School	Acknowledge

3. Acknowledge the Absentee Record by selecting the 'Acknowledge' link and completing the details and submitting.

***Please note - if the absence is incorrect, do not acknowledge absence and please contact the School at attendance@tphs.nsw.edu.au**

Acknowledge Absence - Student Name

Date: 29/07/2021

Absence Type: Absent from School

* Reason for Absence: Sick/Medical Appointment

Comment: [Text Area]

I acknowledge that the details of this absence are correct

Cancel Submit Acknowledge