

HOW TO REPORT A STUDENT ABSENCE IN PARENT LOUNGE

Parents and carers will now be able to report student absences and late arrivals through Parent Lounge.

Reporting a student absence or late arrival ahead of time

Parents and carers who know their young person will be absent or late to campus on a particular day/days can report this ahead of time through Parent Lounge.

Go to Parent Lounge web link: <https://arethusa.qld.tass.cloud/parentlounge/index.cfm>

You will see the pop-up as per below.


Type in your *Username* (the Parent Code you were supplied with via an email from parentlounge@arethusa.qld.edu.au on 13 October) and your *Password* (which you should have changed immediately on logging in for the first time).



The screenshot shows the 'Parent Lounge - Login' interface. At the top, there is a red header with 'Parent Lounge - Login' and a link for 'Forgot Password?'. Below the header is the 'parent LOUNGE' logo, with 'parent' in blue script and 'LOUNGE' in green block letters, and 'POWERED BY TASS®' underneath. There are two input fields: one for '* Username' and one for '* Password'. At the bottom left is a link for 'System Requirements' and at the bottom right is a blue 'Login' button.

To lodge a known absence ahead of time go to *Absences*, as per the screen below, and click the blue button, + *Add Absence Notification*.

Fill out the information as required.



The screenshot shows the 'Absences' page. It has a header 'Absences' and two status indicators: '0 Absences require your acknowledgement' and '0 Absence Notifications pending'. At the bottom right, there is a blue button with a plus sign and the text '+ Add Absence Notification'.



Responding to an SMS absence notification

If you receive an SMS notification from Arethusa College advising you that your young person has been marked absent from school, instead of replying via SMS or phone, you will now be asked to log in to Parent Lounge to report the absence.

Log in to Parent Lounge as per the above process and report the absence either by:

- responding to an existing notification on your Parent Lounge account, or
- going to the *Absences* section as above and clicking the blue button, *+ Add Absence Notification*.

If you have any issues or questions about this process, please contact your Campus Support Officer or email parentlounge@arethusa.qld.edu.au