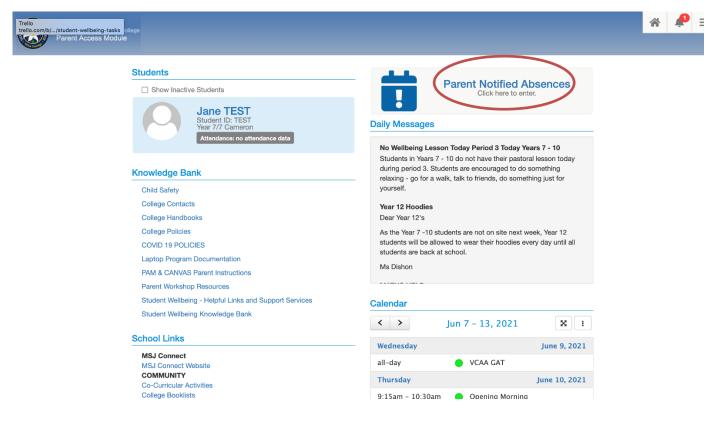


## **PROCEDURE FOR PARENT NOTIFY ABSENCE NOTES**

When a student is absent, Parents and Guardians will now be able to advise the College of a student's absence via the Parental Portal (PAM). You will no longer be required to phone the College when your daughter is absent from school. **Please note:** Medical Certificates will have to be cited and then our Learning Mentors will upload the information to your daughter's profile.

Login to your PAM account and click on the following:-

## **1. Click Parent Notified Absences**



## 2. Add Future Absence

Parent Notified Absence	
Absences for today cannot be added as it is now after <b>9:30 AM</b> . Please contact the school directly to notify them of an absence.	
	+ Add Future Absence
Current and Future Absences	~
There are currently no absences for today.	
Previous Absences (last 12 months)	~

## 3. Add Absence Details

Enter the following Information:

- Student
- Reason
- Absence Period
- Absence Date
- Notes if required

Click Green ADD Button

This will then notify our Attendance Team of your child's absence. It Is a legal requirement that you advise the College each time your child is absent.

Add Absence		×
Student *		
Select Student		~
* required		
Reason *		
Select Reason		~
* required		
Absence Period *		
All Day		~
Absence Date *		
09/06/2021		
Notes		
	Close	Add
	* Unable to add absence until all required fields have been	