



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

The screenshot shows the PAM interface with the following sections:

- Students:** Includes a checkbox for "Show Inactive Students" and a profile card for Jane TEST (Student ID: TEST, Year 7/7, Cameron) with an attendance status of "no attendance data".
- Knowledge Bank:** A list of links including Child Safety, College Contacts, College Handbooks, College Policies, COVID 19 POLICIES, Laptop Program Documentation, PAM & CANVAS Parent Instructions, Parent Workshop Resources, Student Wellbeing - Helpful Links and Support Services, and Student Wellbeing Knowledge Bank.
- School Links:** Includes MSJ Connect, MSJ Connect Website, COMMUNITY, Co-Curricular Activities, and College Booklists.
- Parent Notified Absences:** A button with a calendar icon and a red circle around it, labeled "Parent Notified Absences" with the text "Click here to enter."
- Daily Messages:** Contains two messages: "No Wellbeing Lesson Today Period 3 Today Years 7 - 10" and "Year 12 Hoodies".
- Calendar:** Shows dates for Wednesday, June 9, 2021 (all-day VCAA GAT) and Thursday, June 10, 2021 (9:15am - 10:30am Openina Mornina).

2. Add Future Absence

Parent Notified Absence

 Absences for today cannot be added as it is now after 9:30 AM.
Please contact the school directly to notify them of an 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 updated.