Parent Lounge – Absentee Notification

Login to THE POD

Click on "Notify us of an absence" Tile

STEP ONE
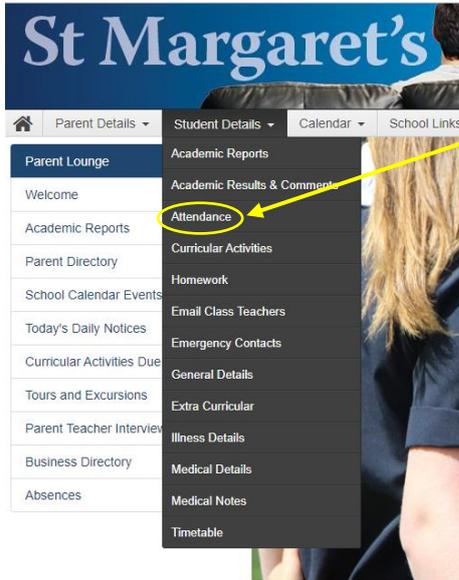
Click on

Student Details →

Attendance

STEP TWO

Click on

Add Absence Notification

located in the top right hand corner

STEP THREE

Enter Absentee Details:

1. Tick student
2. Add date or range of dates
3. Select Type of Absence
4. Select Reason for Absence
5. Please add any comment you feel relevant
6. Upload a medical certificate/letter/further information if required
7. Click **Submit New**