

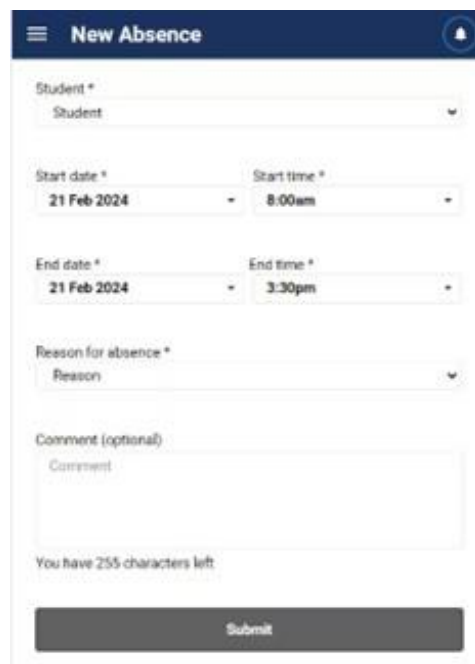
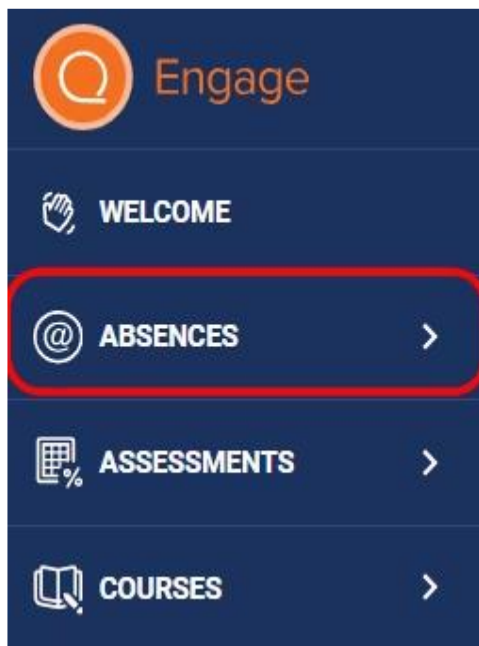
Parent Notified Requested Absences

The Parent Notified Absences feature allows parents using the SEQTA Engage App to log absence notifications direct with the school on their mobile device, through the SEQTA Engage App, or through the parent web portal.

These absence notifications allow parents to inform the school when their child will not be attending school either that day or in the future. This could be to inform the school of a student's absence, such as a child's sickness or the family's decision to start their vacation a few days earlier than the end of term.

SEQTA Engage

In the Navigation bar of SEQTA Engage, the Absences sub-page is the location for submitting absence notifications. Parents have the following functionality available to them:

A screenshot of the 'New Absence' form in the SEQTA Engage app. The form is white with a dark blue header containing a menu icon, the title 'New Absence', and a notification bell icon. The form fields include: 'Student *' (dropdown menu), 'Start date *' (21 Feb 2024), 'Start time *' (8:00am), 'End date *' (21 Feb 2024), 'End time *' (3:30pm), 'Reason for absence *' (dropdown menu), and 'Comment (optional)' (text area). A character count 'You have 255 characters left' is shown below the comment field. A 'Submit' button is at the bottom.

Within 'New Absence'

- The ability to submit a new notification of an absence from their mobile device without having to contact the school in any other way
- The ability to submit a notification of absence for today, or any date into the future. Submissions for dates in the past are not possible.

However, lodging a notification of an absence starting before the present moment but on Today's date is possible. For example, submitting an absence for the day, at 8:45am when the school day started at 8:00am, is possible.

- A request can only be submitted for one child at a time. If parents/guardians have multiple children at the same SEQTA school, they will need to submit a new request for each child's absence. SEQTA is planning to look into the selection of multiple children at the same SEQTA school as a potential future iteration.

Part days and multiple days can be selected.

- Recurring absences cannot be submitted with this feature.
 - Parents must choose a Reason for the absence from the list provided.
 - Parents have an optional free text Comment box in which additional information can be portrayed to the school.
 - All fields are mandatory except for the comments.
 - Attaching of documents, images or other files will not be possible.
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