

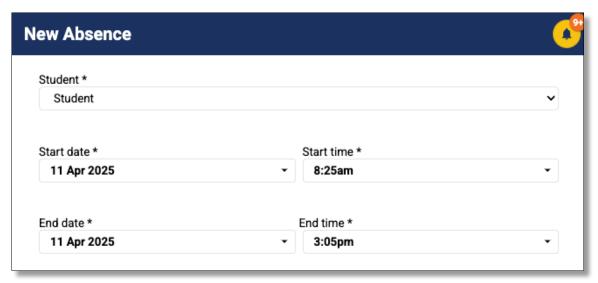
SEQTA Engage Absences

How to log your child's absence from school

- 1) Open up the SEQTA Engage App
- 2) Select [ABSENCES] on the left hand side of the page > Select [NEW ABSENCE]



3) Fill in the following information



4) Select a [Reason for absence]

If your child needs to leave school early for any reason, please select **Early Departure**.

If your child is unwell or won't be at school, you have the option of selecting **Single Day** or **Multi Day**

If your child is late to school and they have a valid reason, please select **Late**.



5) Write a brief comment for absence

Press the [Submit] button, all done!

If you are having any issues logging absences, contact us on **9414 4000**

