



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

New Absence

Student *
Student

Start date * 11 Apr 2025 Start time * 8:25am

End date * 11 Apr 2025 End time * 3:05pm

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**.

Reason for absence *

Early Departure

Late

Multi Day

Single Day

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

Comment *

My child is unwell

You have 255 characters left

Submit