



COMMUNICATING AN ABSENCE THROUGH SEQTA

SEQTA Engage now has the functionality to advise the School of your child/children's absence.

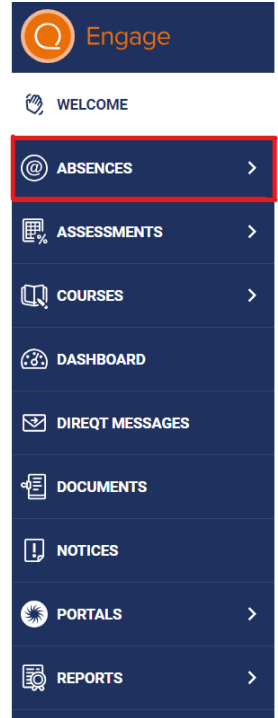
This absence notification is for one of the categories that is listed in the 'Reason for Absence' drop down.

NB: This is not for holidays longer than 3 days which must be communicated to the Principal in writing.

1. To use this system, simply login into SEQTA Engage.
2. Select the tab '@ ABSENCES' (shown to the right, indicated by the red box).
3. Select your child (if you are recording more than one absence, you will need to create individual absence messages).
4. Provide the date or dates of/for absence.
5. Select the time for absence.

***If this is not a whole day, your child will need to be signed in or out as per normal school procedures.**

6. Select the reason for absence in the list provided.
7. Provide a more detailed explanation if possible. This is very helpful for attendance administration as insufficient explanation may require additional follow up.



Please note that all current forms of absence notification; email (not Direqt Message) and telephone call are still available. SEQTA Engage is another option to assist families.