



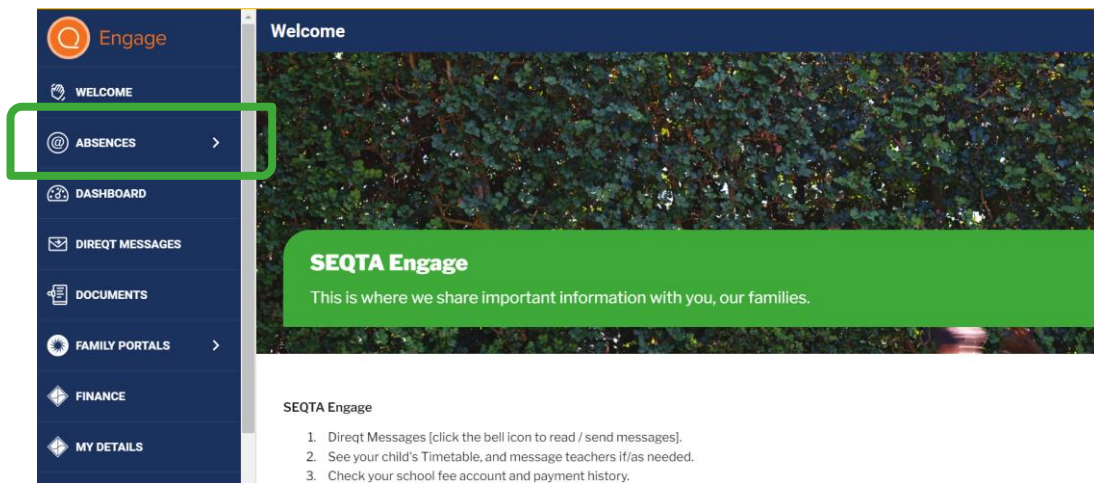
Reporting Student Absence

A Guide for Families

The SEQTA Engage app is the College's preferred method to receive notification that a student will be absent from school. If you are unable to access the SEQTA Engage App please call +61 8372 3200.

How to use the SEQTA Engage Absences app

Log in to your SEQTA Engage account and navigate to the 'absences' option in the menu.



Using the drop down menus, select the relevant student name, start and end date and time, and the reason for the absence. These fields are mandatory.

An optional comment field is available for any additional information.

New Absence

Student *

Start date * Start time *
 26 Aug 2024 8:00am

End date * End time *
 26 Aug 2024 3:30pm

Reason for absence *
 Reason
 Reason
 Family reasons
 Medical

Comment

You have 255 characters left

Submit

After selecting 'submit', a notification will appear confirming that the absence has been received.



New Absence

Student *
Student

Start date * 23 Aug 2024 Start time * 8:00am

End date * 23 Aug 2024 End time * 3:30pm

Reason for absence *
Reason

Comment (optional)
Comment

You have 255 characters left

Absence request submitted
Thank you for letting us know. We'll be in touch if we need any further details. X