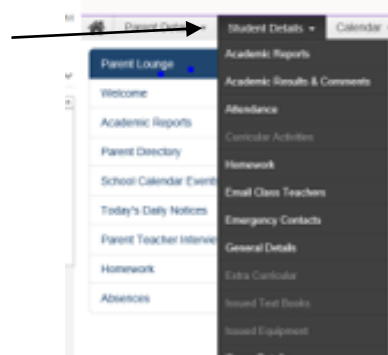# ST BRENDAN'S ABSENCES
View and Update Absences through Parent Lounge

1. Start your internet browser and type in the URL for St Brendan's School: **www.sbnmrok.catholic.edu.au**

2. Click on **Parent Lounge** under Quick Links.

3. Login with your username (**6 Digit ID - parent account number**) and password.
   If you have **forgotten your password or are a new parent without a password**, click **'Forgot Password?'**. Type in your Username (**6 digit ID code,** which can also be found on your school fees – Account Number) and you will be emailed a link to reset your password. *Please note, you must use the same email address as is used for your school newsletters.*
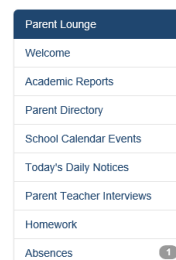
To check and monitor what absences are logged for your child/ren:

4. Select **Student Details** tab (next to Parent Details) and the dropdown menu appears.

5. Click **Attendance** - a list of absences will appear.

If you receive a text message from the school about your child/ren being absent, you must either ring the school or you can update the absence as soon as possible through Parent Lounge by doing the following:

- Follow Steps 1 to 4 above, then

- Select **Absences** (left hand side) – Absences require your acknowledgement.

- Scroll down to Absence on far right hand side click **Acknowledge.**

- Select from the dropdown options.

- **Tick** 'I acknowledge that the details of this absence are correct'.

- Click **Submit Acknowledge**.