



# How to explain student attendance!



When possible please contact us before your student is going to be absent. You can contact through any of the channels below. It is a matter of safety and to comply with DET requirements that parents/guardians are asked to explain student absences.



## Q Parents

Log in and record on the Q Parents app. Include the reason and expected date of return.

1



## Respond to Absence Text

Please include your students name, the date and reason for their absence. If they will be absent for more then one day you can include their expected return date. If you have multiple students please send a separate text for each student.

2



## Email the Absence Team

parents@marsdenshs.eq.edu.au  
Please include your students name, the date and reason for their absence. If they will be absent for more then one day please include their expected date of return.

3



## Call the school

Call us on 3299 0555, and press 1 to record a student absence. If you are unable to speak directly to someone you will be able to leave a voicemail with students name, date and reason for absence.

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## Visit us via the Finance Office

You can always come to the school to explain attendance and/or deliver medical certificates and documentation. Head in the front gate and head to the Finance Office where you will find our Attendance Recording Officer.

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