



# TASS - A Parent Guide to lodging an absence

2021

In March 2021 Waverley moved to a new Parent Portal hosted by the TASS Student Administration System. The TASS platform provides access to a range of information including the ability to record an absence for your son.

Log in to Parent Lounge at <https://tass.waverley.nsw.edu.au/parentlounge> with your Username (Family ID) & password

Parent Lounge - Login [Forgot Password?](#)

\* Username

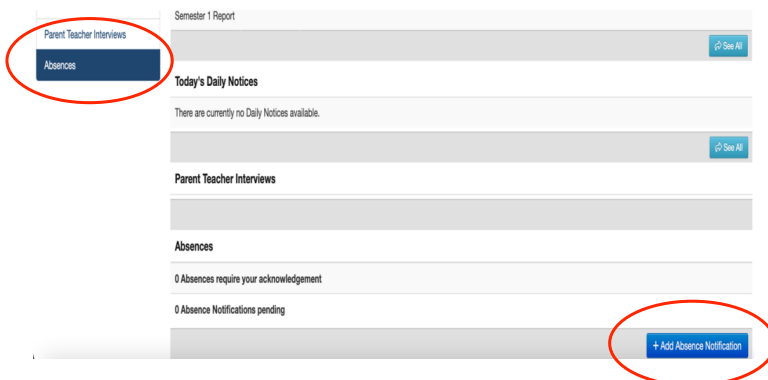
\* Password

[System Requirements](#) [Login](#)

Once logged in -- Click Absences on the left handside



Click Add Absence Notification on the bottom right corner



Enter details, read the medical cert info (if required) and click Submit New

**Student Absence Notification**

\* Student  Spencer Kapos

\* Date From 27/08/2021 \* Date To 27/08/2021

\* Type of Absence **Absent from School**

\* Reason for Absence  
Early Departure  
Late for School

Comment  
0 of 1500

Instructions  
0 of 1500

Attach Medical Certificate  
 Spencer Kapos  
Drop file here - or -  
+ Choose

**A Medical Certificate is required for any student who:**

- is absent for more than two days
- is absent for major athletics or swimming carnivals

**A medical certificate is also required for any Senior student absent for an exam.**

Cancel **+ Submit New**

Your Sons absence will now be recorded

If you require further assistance with the Parent Portal or you have a questions regarding the functionality please contact the iAssist Team by sending an email to [iAssist@waverley.nsw.edu.au](mailto:iAssist@waverley.nsw.edu.au)