

Adding absences through the Parent Lounge

If your child is away for any reason you can log it through the Mount Sinai College Parent Lounge. This may be part of a day (including leaving early), whole days or multiple days.

The Parent Lounge can be accessed from <https://www.mountsinai.nsw.edu.au/parent-lounge>.

1. Your login is the email you have registered with the College - you can set or reset your password by clicking the "Family and Staff Password Reset" link.



Mount Sinai College

Please enter your username and password

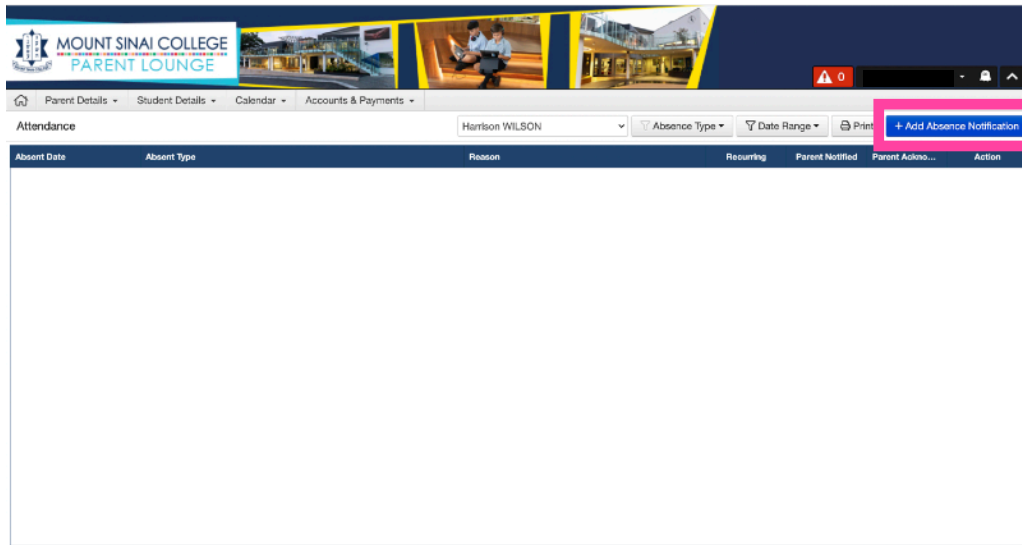
Remember Me

[Family and Staff Password Reset](#)

2. Once at the site - you can check attendance from the Student Details: Attendance Option.

The screenshot shows the Mount Sinai College Parent Lounge website. The browser address bar displays the URL: [mountsinai.nsw.tass.cloud/parentlounge/index.cfm?do=parentportal.home#25](https://www.mountsinai.nsw.tass.cloud/parentlounge/index.cfm?do=parentportal.home#25). The page features a navigation menu with the following items: Parent Details, Student Details, Calendar, and Accounts & Payments. The 'Student Details' menu is expanded, showing 'Attendance' highlighted in a pink box. Below the navigation menu, there is a section titled 'Items to Action' with a sub-section 'Parent Lounge' containing a link to 'Attendance'. A message below this link states: 'There are currently no Items To Action available.' The main content area features a large banner with the text: 'Welcome to the MSC parent lounge. have a look around...' and an image of two smiling boys.

2. Once in attendance, choose an option that says “Add Absence Notification”



3. Enter the date(s) of the anticipated absence, and any comments and push “Submit New”. This will be added to the student’s attendance records. If you have multiple children at the College, tick both of their names at the top.