



Mount St Benedict College

How to Explain your Child's Absence from School Online

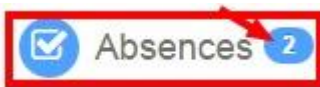
To explain an absence from school online:

1. Login to the Parent Portal (<https://sentral.msben.nsw.edu.au/portal>)

2. At the top of the window, click on the '**Absences**' link



Note: if there is any unexplained absence that requires your attention, a number will appear next to the '**Absences**' link. In the example below, there are two absences that still await an explanation.



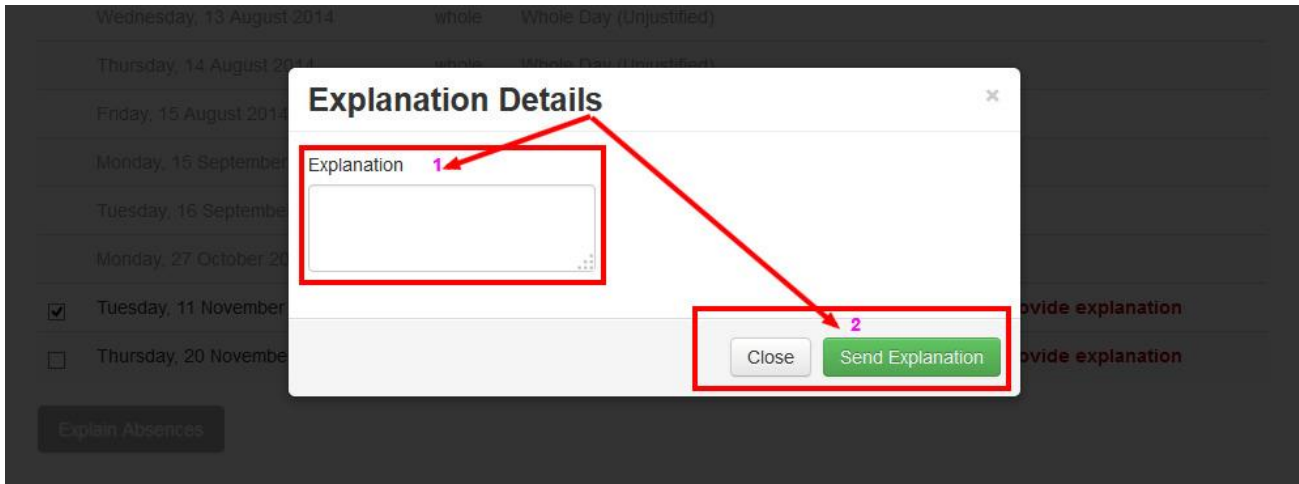
3. In the next window, select any listed unexplained absence and then click on the '**Explain Absences**' button.

	Wednesday, 13 August 2014	whole	Whole Day (Unjustified)	
1	Thursday, 14 August 2014	whole	Whole Day (Unjustified)	
	Friday, 15 August 2014	whole	Whole Day (Unjustified)	
	Monday, 15 September 2014	whole	Whole Day (Unjustified)	
	Tuesday, 16 September 2014	whole	Whole Day (Unjustified)	
	Monday, 27 October 2014	whole	Whole Day (Unjustified)	
<input type="checkbox"/>	Tuesday, 11 November 2014	whole	Whole Day (Absent)	Please provide explanation
<input type="checkbox"/>	Thursday, 20 November 2014	whole	Whole Day (Absent)	Please provide explanation

4. Give a brief description explaining your child's absence and then click on the '**Send Explanation**' button.



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Should you have any issues with this, please email the ICT Helpdesk by using the following link: [Email the Helpdesk](#)

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