



Mercedes College

ASPIRE EXCEL LEAD

PARENT NOTIFIED ABSENCES VIA SEQTA ENGAGE

1. Log into SEQTA Engage, select ABSENCES from the left-hand side access panel.

2. Next, select NEW ABSENCE from the left-hand side access panel.

3. Enter student name, start date, end date and time of absence. The form will auto-populate with the start and finish time for the school day.

New Absence

Student * Mavis Mercedes

Start date * 17 Sept 2025 Start time * 8:30am

End date * 17 Sept 2025 End time * 3:10pm

Reason for absence *

Reason

Reason

Early Departure
Late to school
Planned Future Absence
Sick / Medical / Reasonable Cause

You have 255 characters left

Submit

4. Select student's reason for absence.

- Early Departure is to be used when a student is leaving the College earlier than 3:10pm due instances such as a medical appointment.
- Late to school is to be used when a student is going to arrive later than the start of the College day at 8:30am in instances such as the school special bus is running late.
- Planned Future Absence is to be used when a student will be absent from school for one or more days due instances such as selection to play in interstate sports teams representing WA. All Planned Future Absence's will be recorded as either Unapproved or Approved by the Deputy Principal of Teaching and Learning in accordance with the Attendance Policy.
- Sick/Medical/Reasonable Cause is to be used when a student is not attending the College for the day due to being unwell or attending a medical emergency.

Reason for absence *

Sick / Medical / Reasonable Cause

Reason

[Early Departure](#)

[Late to school](#)

[Planned Future Absence](#)

Sick / Medical / Reasonable Cause

5. Upon completion of the form select SUBMIT for the notified absence to be sent to student services for approval.

Student * Mavis Mercedes

Start date * 17 Sept 2025 Start time * 8:30am

End date * 17 Sept 2025 End time * 3:10pm

Reason for absence * Sick / Medical / Reasonable Cause

Comment *

Unwell with cold symptoms.

You have 229 characters left

Submit