

Parent Approvals Guide

Parents can use the Parent Portal to notify the school of student absences on the day of the absence or in advance.

1. On the Home Screen, click on **+Add Parent Approval (Approved Absence/Late)**.

Welcome to the Lake Bolac College Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

Fred SMITH (SMI0005), 012

- Profile (Attendance, Schedule, Reports)
- + Add Parent Approval (Approved Absence/Late)**
- View Academic Reports
- Book Parent Teacher Interviews

My News

Course Confirmation/Payment
Course confirmation and/or school payments available for completion.
[Click here to proceed](#)

Newsletter: Term 1 - Week 5
Newsletter: Term 1 - Week 5
022515.pdf
6 days ago by Jennifer LLOYD

2. The **Parent Approval Editor** screen will open. Click the drop down arrow next to **Reason** and make a selection. Click the drop down arrows next to **Start** and **Finish** to choose absence dates and times. Then click **Save**.

Parent Approval Editor

Approval Details

Person:

Reason:

Details/Comment:

Important Notice

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child; and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

Start: 04/03/2015 08:00 AM Select a period...

Finish: 04/03/2015 05:00 PM Select a period...

Affected Sessions

Activity	Start	Finish
ENG023 (English Yr2+3)	04/03/2015 09:00 AM	04/03/2015 10:00 AM
ENG023 (English Yr2+3)	04/03/2015 10:00 AM	04/03/2015 11:00 AM
MAT023 (Maths Yr2+3)	04/03/2015 11:20 AM	04/03/2015 12:10 PM
MAT023 (Maths Yr2+3)	04/03/2015 12:10 PM	04/03/2015 01:00 PM
HPE023 (HAPE Yr2+3)	04/03/2015 01:50 PM	04/03/2015 02:40 PM
ICT023 (ICT Yr2+3)	04/03/2015 02:40 PM	04/03/2015 03:30 PM

Save **Cancel**