



Guidelines for Sending Absent Notifications via Connect

Please follow the procedure below to use Connect to notify the school of any absences.

USING A COMPUTER:

Please log into Connect via an *INTERNET BROWSER* using the url:

<https://connect.det.wa.edu.au/>

This will take you to the following screen:

Department of Education Single Sign-On

Sign In

Enter your Single Sign-On user name and password to sign in

User Name

Password

Login Cancel

[Forgot Your User Name or Password?](#) | [What is this?](#)

Unauthorised use of this site is prohibited and may subject you to civil and criminal prosecution.

Appropriate Use of Online Services

All Departmental online services including Portal, email, online document storage, Intranet and Internet access, must be used responsibly and in accordance with Departmental policies.

By accessing any Departmental online services you give your full agreement and commitment to comply with all Departmental policies. You also give consent to logging, monitoring, auditing and disclosure of your use of these services.

Inappropriate use of these services can result in disciplinary action that may include suspension of access to online services, dismissal or termination of contract.

You can view the policies relating to the appropriate use of these services at the [Our Policies website](#).

[Students Online Policy](#) | [Telecommunications Use Policy](#)

[Parents/responsible persons - Appropriate Use](#)

Copyright Statement

[WARNING]

Some of this material may have been copied [and communicated to you] in accordance with the statutory licence in section 113P of the Copyright Act. Any further reproduction or communication of this material by you may be the subject of copyright protection under the Act.

Do not remove this notice.

Your User Name is your **P-number**
Click on the Send Absentee Note

Classes My Children Class Notices My Connect

Access your child's Report on Connect Now

Fast and easy access to your child's report using your phone anywhere, anytime.

Learn more

Classes

View All

Class Information appears here

Latest Information

Read

Community Notice: Stirling St Arts Centre Classes

Notice - Bunbury Primary School

Shona Lever - 23 hours ago

School Officer

Please find below information from the Stirling Street Arts Centre. On behalf of Shane Doherty, Principal Stirling Street Arts will have a school holiday Mix-Ups class on Tuesday 14 th July which is ...

My Spaces

Bunbury Primary School

Send Absentee Note

Next Event

You currently don't have any events.

When an event is added to any of your calendars, the next event will appear here.

Next Submission

The following screen comes up

Absentee Note


Bunbury Primary School

This note is in regards to the absence of:

: Child(ren)'s Name appears here **← Select Child**

Single Day Multiple Days **← Select as appropriate**

Day of Absence

 **← Input Date(s)**

Reason

Please provide the reason for the absence, as well as any additional details that are relevant.

Attachments

Attach medical certificate or other relevant documents, if required. Total attachment size cannot exceed 15.0 Mb

Submit **← Click on Submit** **Cancel**

Please find below information from the Stirling Street Arts Centre. On behalf of Shane Doherty, Principal Stirling Street Arts will have a school holiday MixLive place on Tuesday 14th July which is

Next Submission

The following screen appears:

Information

Absentee Note successfully sent.

This information will be sent to Bunbury Primary School via the email address:
Bunbury.PS@education.wa.edu.au

A copy will be sent to Your EMAIL appears here

OK

You can also email the school at Bunbury.PS@education.wa.edu.au or the teacher directly

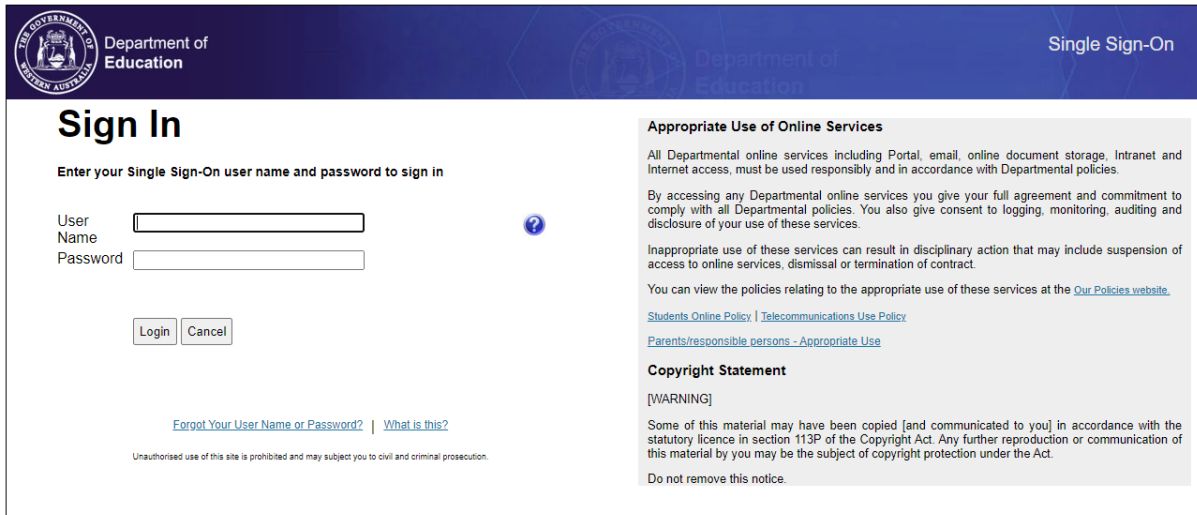
USING A MOBILE DEVICE:

Please note the CONNECT NOW app **does not currently** have the functionality to send an absentee notification.

Please log into Connect via an *INTERNET BROWSER* using the url:

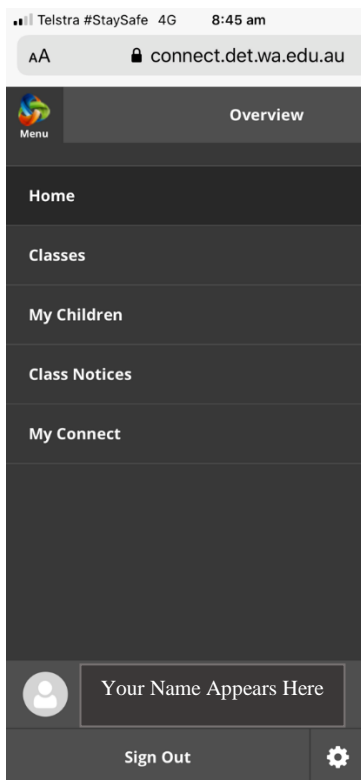
<https://connect.det.wa.edu.au/>

This will take you to the following screen:

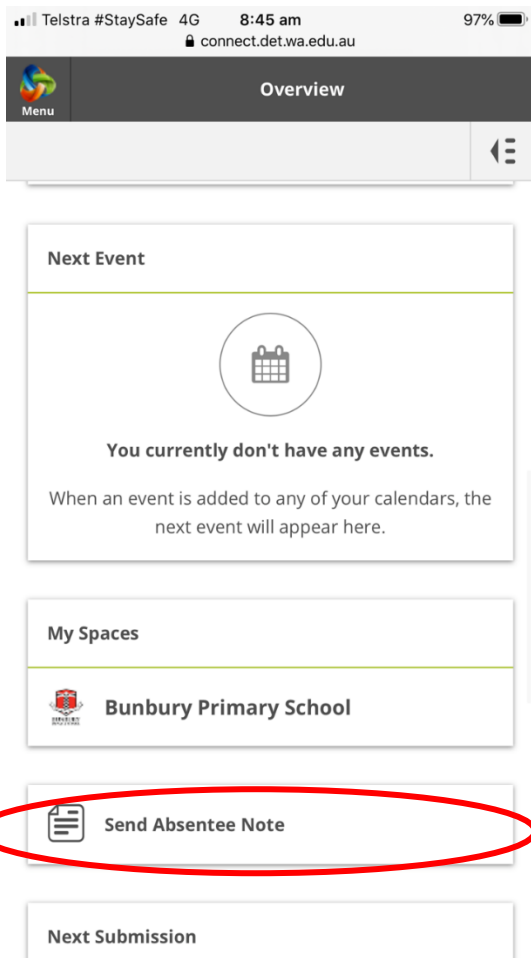


The screenshot shows the 'Single Sign-On' page for the Department of Education. The page has a dark blue header with the Department of Education logo and the text 'Department of Education' and 'Single Sign-On'. Below the header, the main content area is white. On the left, there is a 'Sign In' section with the heading 'Enter your Single Sign-On user name and password to sign in'. It contains two input fields: 'User Name' and 'Password'. Below these fields are 'Login' and 'Cancel' buttons. There are also links for 'Forgot Your User Name or Password?' and 'What is this?'. At the bottom of this section, a small disclaimer states: 'Unauthorised use of this site is prohibited and may subject you to civil and criminal prosecution.' On the right side of the page, there is a grey box titled 'Appropriate Use of Online Services'. It contains text about responsible use of online services, including Portal, email, and Intranet. It also includes a 'Copyright Statement' with a '[WARNING]' and a note about copyright protection under the Act.

Your User Name is your **P-number**



Whilst on the **HOME PAGE** scroll down to the bottom of the screen and click on **SEND ABSENTEE NOTE**



The following screen appears. Please fill out details.

Absentee Note

Bunbury Primary School

This note is in regards to the absence of:

Child(ren)'s Name appears here

Single Day Multiple Days

Day of Absence

Reason

Please provide the reason for the absence, as well as any additional details that are relevant.

Attachments

Attach medical certificate or other relevant documents, if