

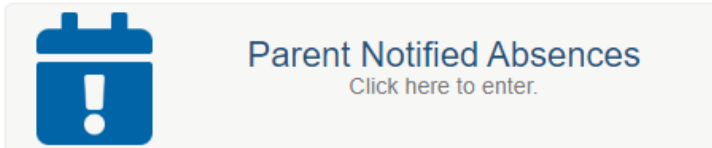
Parent Notified Absence from PAM

1. Login to PAM using your username or password

<https://pam.ipc.vic.edu.au/>

If you do not have your login details, contact ictsupport@ipc.vic.edu.au or call (03) 9784 0246.

2. Click on 'Parent Notified Absences' button



3. Click Add Future Absence button and enter the following:

- a. Student Details
- b. Reason
- c. Absence Period (fill in relevant details)
- d. Any other details you wish to let the school know of in 'NOTES'

Add Absence

Student *

Select Student..

* required

Reason *

Select Reason..

* required

Absence Period *

All Day

Absence Date *

19/03/2020

Notes

Close Add

* Unable to add absence until all required fields have been updated.

4. Then press 'Add' button

Note: All Parent Notified Absences, need to be entered prior to **10.30am** on the day of Absence.

If you have not entered a Parent Notified Absence by 10.30am on PAM, please call Student Services on (03) 9784 0237 or SMS 0499 377 423