



**An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency**

## **Tusla Web Portal**

### **A Short Guide to Submitting School Absence Return Online**

## Welcome to the Tusla Portal

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The Tusla Portal allows professional persons, external agencies and schools to securely interact with Tusla.

In particular, schools can now use the Tusla portal to submit their School Absence Report. For more information on Absence Reporting please visit Information for Schools on the Tusla website [www.tusla.ie](http://www.tusla.ie).

Over time more and more Tusla services (including Educational Welfare Referrals) will be available on this Portal as an alternative to current paper based forms.

## The Benefits of Submitting Online

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The Portal provides schools with the following benefits when reporting a School Absence Return to Tusla:

- Provides schools with an immediate digital channel to securely submit the return
- Provides easier and reduced data entry for schools
- The school receives an acknowledgement of receipt of the Return and also a unique tracking number
- The school has a permanent summary receipt of making a Return to Tusla
- The Portal is a safe and secure channel for submitting information to Tusla
- The Portal also provides instructions and validation checks to assist the school in successfully completing the form

## The Portal, Data Privacy by Design

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The Portal has been designed using the principle of Data Privacy by Design. This means the process asks for the absolute minimum amount of information required and that furthermore the Portal is secure with all Personal Data encrypted and only retained on the Portal for the minimal amount of time as possible. The Portal's data privacy statement can be accessed on the Tusla web site at <http://www.tusla.ie/children-first/tusla-web-portal-privacy-statement>

## Logging on

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To access the portal go to <https://portal.tusla.ie> and enter your Roll Number, Password and Personal Access Code or Pin. Please note schools do **not** need to register for a new account, simply use the same account details you used on the old SchoolReturn.ie system. If you have lost your account details or require a new account, then please email us at [school.return@tusla.ie](mailto:school.return@tusla.ie).

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### Login

Step 1 of 2: Email or roll number / Password

Step 2 of 2: Personal Access Code

[Forgot Password](#) [Login](#)

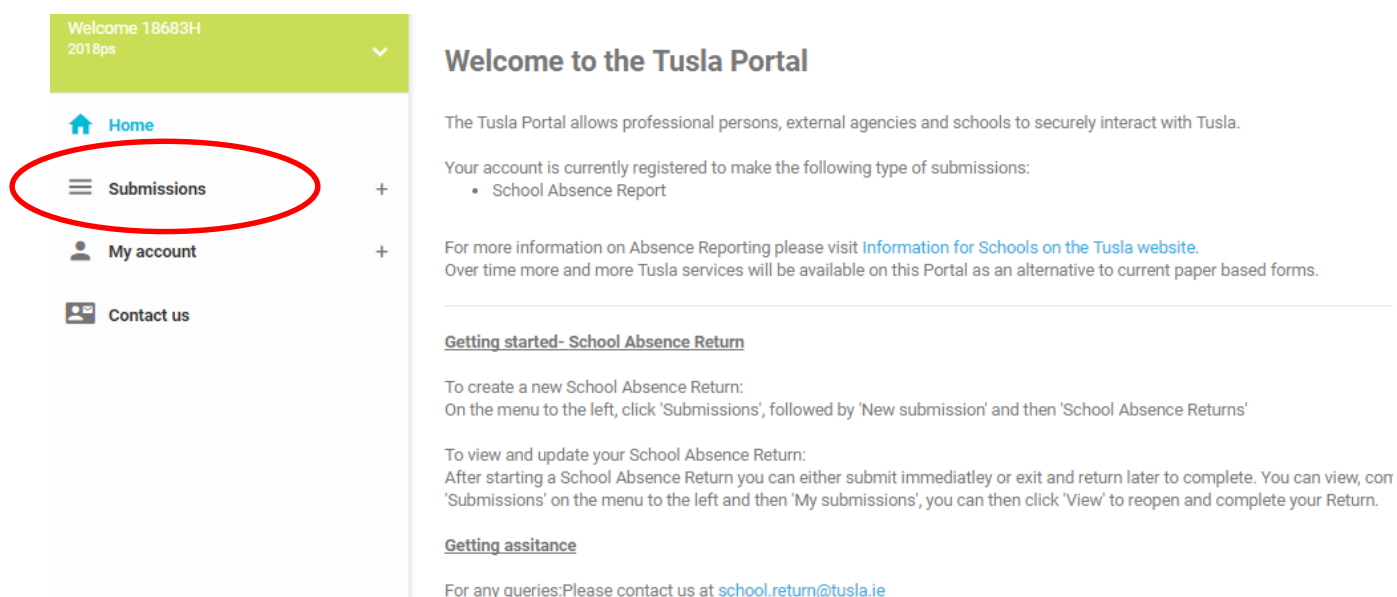
[Register](#)

[Disclaimer](#) [Privacy Statement](#)

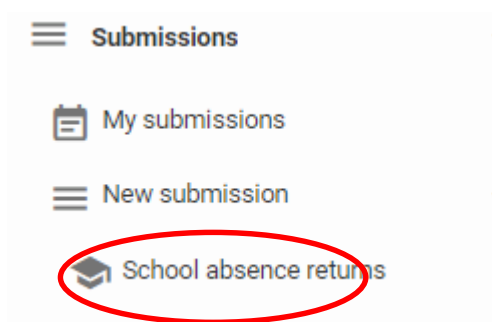
# Submitting a School Absence Return

## Submissions Menu


After logging in to the Portal, you can then access the “Submission” option on the left hand menu to create a new a School Absence Return and submit to Tulsa.



To create a new School Absence Return: Click 'Submissions', followed by 'New submission' and then 'School Absence Returns'



After starting a School Absence Return you can either submit immediately or exit and return later to complete. You can view, complete and submit your unfinished Return by clicking on

the  My submissions menu option.

## Completing the School Absence Return

The user is presented with a step by step Wizard to complete the Return. Guidance on completing each step is available by clicking the information buttons . Click in the bottom right corner to proceed through each step of the Wizard.

### Step1: Start

#### School absence returns

The screenshot shows a wizard interface for 'School absence returns'. At the top, there is a progress bar with four steps: 'Start', 'Period', 'Student', and 'Finish'. The 'Start' step is currently active and highlighted in blue, with a green progress bar below it showing '25%' completion. Below the progress bar, the 'Start' step is detailed with a blue header and the following text:

Welcome to Tusla's online form for School Absence Reporting.

Before you begin please note the following:

- Please visit the [Tusla - Educational Welfare Services web page for detailed guidance notes](#).
- You can save your Report and return to complete at a later time. You can view and complete your unfinished Report by clicking My Submissions on the left hand menu.
- Once you complete the form please click the Submit button on the last page to submit your School Absence Return.

Please follow the on screen guidance notes on each step to assist you in completing the form.

In the bottom right corner, there is a blue button labeled 'Next Step' which is circled in red.

As the user steps through the Wizard the progress bar will advise how much of the form is now completed . Remember to click after each step to save the data entered so far.

## Step 2: Select the Reporting Period:


Simply select the reporting period on the screen below and click [Save & Next Step](#) to continue

### School absence returns

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Start **Period** Student Finish

50 %

Reporting period \* 

Reporting period \*

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Back [Save & Next Step](#)

## Step 2: Enter the Student Details:

Please click **Add details of student** to add details of the students with over 20 days absence.

The student's class, ppsn, name, gender and dob are mandatory fields.

Please note, once you entered the Student record you have two options to save:

- Click the **Save & Close** button to save the individual student record you have entered and return to the student list screen.
- Or, for quick data entry you can click the **Save & Add another** button to save the student record you have entered and to move on to a new blank form to immediately start entering the next student.

Note, required mandatory fields are denoted with an \*, you cannot proceed until you enter values in these fields.

**Add student**
✕

Class \*

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PPSN \*

First name \*

Surname \*

Gender \*

Date of birth

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Illness \*

Urgent family reason \*

Holiday \*

Suspended \*

Other \*

Unexplained \*

**Total days: 26**





## Acknowledgement of Submission

After submitting the report, you will receive the acknowledgement below with a unique tracking number and you will also receive an email within 1 day confirming your report has been successfully submitted. **If you do not receive this email, you should consider your Return as not received and contact us at [school.return@tusla.ie](mailto:school.return@tusla.ie) directly to clarify.**

**Your unique tracking reference number is: 1558**

Tusla, the Child and Family Agency, hereby acknowledge and thank you for completing your School Absence Return.

You will receive an email within 1 day confirming your Return has been successfully submitted.

If you do not receive this email, you should consider your Return as not received and contact us at [school.return@tusla.ie](mailto:school.return@tusla.ie) to clarify.

OK

## Getting Assistance

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If you require any assistance then please contact us at [school.return@tusla.ie](mailto:school.return@tusla.ie)