



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

## Tusla Web Portal

### A Short Guide to Submitting School Absence Reports and Annual Attendance Reports 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 and Annual Attendance Report.

For more information on these Reports, 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 either Report to Tusla:

- Provides schools with an immediate digital channel to securely submit their Reports
- Provides easier and reduced data entry for schools
- The school receives an acknowledgement of receipt of the Report and also a unique tracking number
- The school has a permanent summary receipt of making a Report 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).

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

### Login

Step 1 of 2: Email or roll number / Password

Step 2 of 2: Personal Access Code

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

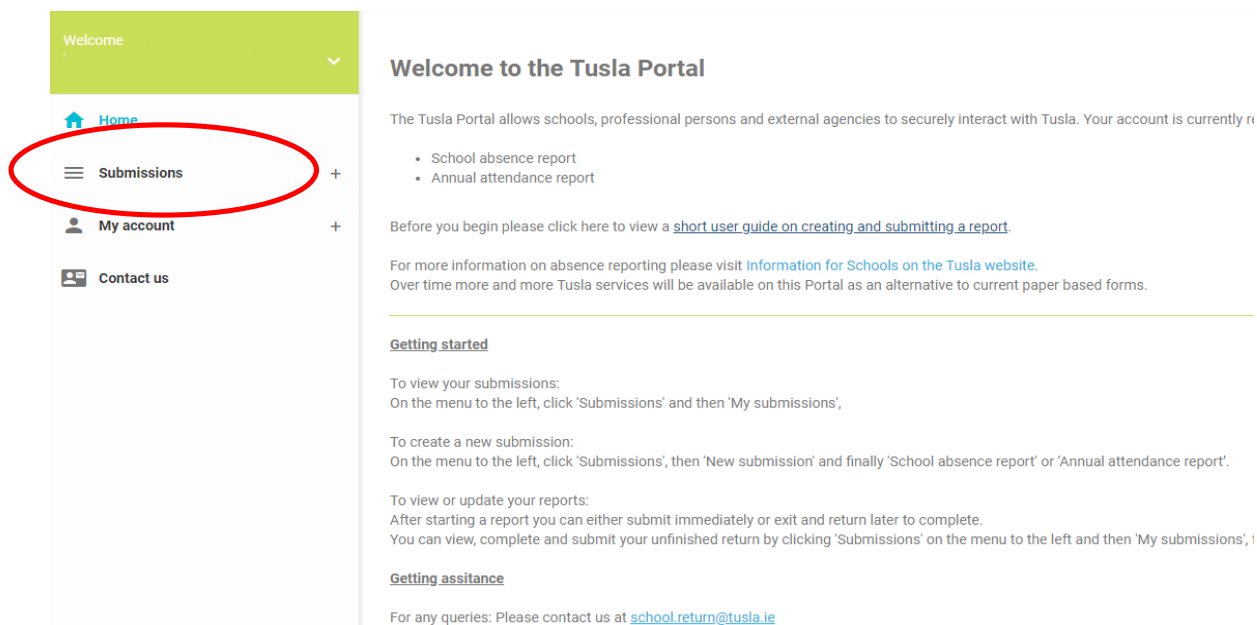
[Register](#)

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

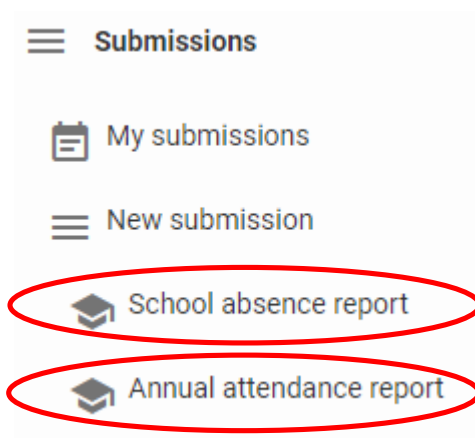
# Submitting a Report

## Submissions Menu

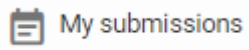
After logging in to the Portal, you can then access the “Submission” option on the left hand menu to create a new School Absence Report or Annual Attendance Report and submit to Tulsa.



To create a new Report: Click 'Submissions', followed by 'New submission' and then 'School Absence Report' or 'Annual Attendance Report'



After starting a Report, 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





menu option.

## Completing the School Absence Report

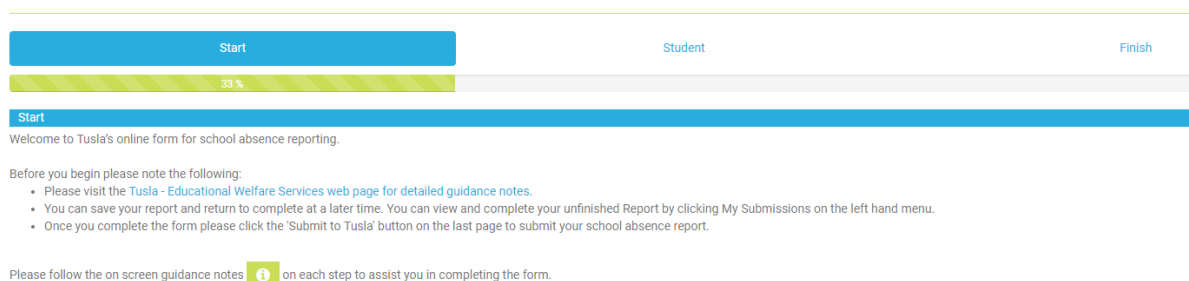
Please note: If you submitted a school absence report for Period 1 (September to December), then the students for that return will automatically appear on your student list. If you have extra days in Period 2 for one of these students, then once you enter the students' PPSN number in the 'add student' screen, all the students' details will automatically populate. From here, you can increase the totals for that student to be their overall absence figure for the year.


NB If the student has no extra days in Period 2 and is already entered in Period 1, then you do not need to enter the student in Period 2.



To complete the school absence report, the user is presented with a step by step Wizard to complete the Report. 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 report



The screenshot shows the 'Start' step of the wizard. At the top, there is a progress bar with three segments: 'Start' (blue), 'Student' (grey), and 'Finish' (grey). The 'Start' segment is highlighted in green and shows '33 %' completion. Below the progress bar, the 'Start' step is active, displaying a blue header bar with the text 'Welcome to Tusla's online form for school absence reporting.' Below this, there is a section titled 'Before you begin please note the following:' with three bullet points: '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.', and 'Once you complete the form please click the 'Submit to Tusla' button on the last page to submit your school absence report.' At the bottom, there is a note: 'Please follow the on screen guidance notes  on each step to assist you in completing the form.' In the bottom right corner, a blue button labeled 'Next Step' 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: 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**
✕

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Reporting period  
2 - (2017/2018)



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PPSN * <input style="width: 95%;" type="text" value="3322546J"/>	Year * <input style="width: 95%;" type="text" value="Second year"/>
First name * <input style="width: 95%;" type="text" value="Bart"/>	Surname * <input style="width: 95%;" type="text" value="Simpson"/>
Gender * <input style="width: 95%;" type="text" value="Male"/>	Date of birth * <input style="width: 95%;" type="text" value="4-May-2010"/>

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Illness <input style="width: 95%;" type="text" value="21"/>	Urgent family reason <input style="width: 95%;" type="text" value="2"/>
Holiday <input style="width: 95%;" type="text" value="3"/>	Suspended <input style="width: 95%;" type="text"/>
Other <input style="width: 95%;" type="text" value="4"/>	Unexplained <input style="width: 95%;" type="text"/>

**Total days: 30**

After entering and saving details of the students, you will then see them listed on the screen below, ordered by class and name. You can use the  button to reopen and update an individual student's record or click  to remove a student who was entered in error.

School absence report

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Start Student Finish


66 %

Details of student \* i

[+ Add student](#)

Reporting period	Name	PPSN	Class/Year	Total days	Illness	Urgent	Holiday	Suspended	Other	Unexplained	
2	Lisa Simpson	5544326F	Third class	27	12	10	5	0	0	0	<a href="#">Delete</a> <a href="#">Edit</a>
2	Bart Simpson	2233545J	First class	40	33	0	3	0	4	0	<a href="#">Delete</a> <a href="#">Edit</a>

### Step 3: Submitting the School Absence Report to Tusla

The last step of the Wizard is submitting the report to Tusla by clicking the  button.

School absence report

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Start Student Finish

100 %

Finish

Please click the Submit button below to submit this school absence report to Tusla, please note:

- You can print a copy of your school absence report at submission time or at a later date from your My Submissions on the left hand menu.

[Submit to Tusla](#)



## 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 Report 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: 6980

Tusla, the Child and Family Agency, hereby acknowledge and thank you for completing your school absence report.

Please note you can click the Print button below to print a copy of your Submission for your records.



## Printing your Submission

After submitting the report, you can print your submission by clicking on the print button in the pop-up window which shows your reference number. In the above screenshot, the print button is highlighted.



You can also print your submission at any time from the 'My Submissions' page using the 'View' button, which is highlighted below. You can also print previous reports from this page.

My submissions

School absence report, Reference no: (6980), Reporting period: 2, Status: Submitted Date submitted: May 27, 2018

View

## Completing the Annual Attendance Report

The user is presented with a step by step Wizard to complete the Report. 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

Annual attendance report

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Start Report Finish


39 %

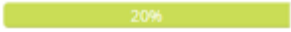

**Start**

Welcome to Tusla's online form for annual attendance 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 your report, please click the 'Submit to Tusla' button on the last page to submit your annual attendance report.

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


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: Enter the Annual Attendance Details:

In the Report tab, please enter your totals for the 4 Annual Attendance fields for the year.

NB The amount entered in the 'Days Lost' field must correlate to the number of students with more than 20 days e.g. you cannot enter 10 'Days Lost' and have 2 students. In this scenario, you must have more than 40 days in the 'Days Lost' field when you have 2 students in the 2<sup>nd</sup> field.

Guidance on completing each step is available by clicking the information buttons .

Please note, once you entered the Annual Attendance record please click save using the  button.

Annual attendance report

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Start Report Finish

66 %

Report +

Reporting period 2 - (2017/2018)

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Days Lost	45	
Students > 20 Days	2	
Students Suspended		
Students Expelled	0	

## Step 3: Submitting the Annual Attendance Report to Tusla

The last step of the Wizard is submitting the report to Tusla by clicking the  button.

Annual attendance report

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
Start Report Finish

100 %

Finish

Please click the Submit button below to submit this annual attendance report to Tusla, please note:

- You can print a copy of your annual attendance report at submission time or at a later date from your My Submissions on the left hand menu.



## 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 Report as not received and contact us at [school.return@tusla.ie](mailto:school.return@tusla.ie) directly to clarify.**

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My submissions

Annual attendance report, Reference no: (6981), Status: Submitted Date submitted: May 27, 2018

View

## 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)