INSTRUCTIONS FOR RECORDING PARENT APPROVALS FOR UNEXPLAINED ABSENCES ON COMPASS

Unexplained Not Present/Lates

If a school has the Parent Login module enabled within their Compass portal the parents will be able to access student records via Compass. They can also enter parent approvals directly into Compass.

When a parent logs in to Compass they see a list of their students on the left hand side of the screen.

If the student has any unexplained absences that need approving an alert will appear in the top right hand corner of their Compass homepage.

Attendance: Parent Approval Required John was recorded as 'not present' or 'late' without approval. Click here for more information

By clicking on this alert they will see a list of all of the instances where the student has been marked late or not present and these are not covered by any form of approval. The parent can then select the approvals that they want to approve and then click the '+ Parent Approval' button at the top of the grid.

Dashboard	Schedule	Attendance	Reports						
Summary	Approvals	Unapproved	Arrive/Depart	Full Record					
Unapprov	ed Absences								
🙎 Paren	t Approve							🛃 Print U	napproved Letter 🕶
Activi	ty Name			Start	Finish	Pd	Location	Staff	Status
9ENH				22/07 - 01:21 PM	22/07 - 02:17 PM	4	G1	КО	Not Present
9MAH	l i i i i i i i i i i i i i i i i i i i			22/07 - 11:34 AM	22/07 - 12:30 PM	3	G1	GG	Not Present
9TUTH	1			22/07 - 11:19 AM	22/07 - 11:33 AM	С	G5	ABR	Not Present
9DEB	A1			22/07 - 09:00 AM	22/07 - 09:56 AM	1	G2	MR	Not Present
9MAH				15/07 - 02:18 PM	15/07 - 03:14 PM	5	G1	GG	Not Present

Parents have access to a modified pop up window which restricts the information that a parent can enter. For example a parent cannot enter a student with a 'Medical Certificate' approval, nor can they see the 'VCE Approved' tick box.

This will add a Parent Approval into the system, with the creator listed as the parent account.

01 00/07 11/24 XX4 00/07 10/20 DX4 0 //1	CC Not Bracant
Parent Approval Editor	×
Approval Details	
Person: John ABBOTT	
Reason: Parent Choice	~
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 online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical cer addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, crimin against you (by your registered school, affiliated entities and/or the product issuer).	tificate to the school in
Important Notice	
[†] This will automatically insert the appropriate number of approvals for the selected sessions.	
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	Torre M. Count
	Save 🗮 Cancel

Parents cannot edit or delete approvals once an approval has been entered into Compass and will need to contact the school if an approval needs amending.

Adding a Parent Approval

Parent's can also add approvals ahead of time using the Action Button next to their student's name from the Compass home page. This allows them to add an approval and select the date range for the approval.



Clicking on the '+ Parent Approval' will open the 'Parent Approval Editor' screen. Parents can select a category, add notes and also select a date range for the approval.

					Affected	Sessions	
Person:	John ABBOTT				Activity	Start	Finish
Reason:	Parent Choice				❤ 9FBDB1	22/04 - 09:00 AM	22/04 - 09:56 AM
Details/Comment:	1				9FBDB1	22/04 - 09:57 AM	22/04 - 10:53 AM
					9TUTF	22/04 - 11:19 AM	22/04 - 11:33 AM
					9MAF	22/04 - 11:34 AM	22/04 - 12:30 PM
Important Notice					9HUF	22/04 - 01:21 PM	22/04 - 02:17 PM
In clicking 'Save', yo parent/guardian fo online approval do in VCE are required approval; and any f result in administra	r this child; and t es NOT constitute to submit a med fraudulent action trive, criminal and	the information a medical ical certific or intention for civil action	ation abo I certificat cate to the ional misu ction again	t you are a listed ve is correct; and this e; and students enroll e school in addition to se of this feature may ist you (by your registe	9HUF ed this	22/04 - 02:18 PM	22/04 - 03:14 PM
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