

INSTRUCTIONS FOR RECORDING PARENT APPROVALS FOR UNEXPLAINED ABSENCES ON COMPASS

Unexplained Not Present/Lates

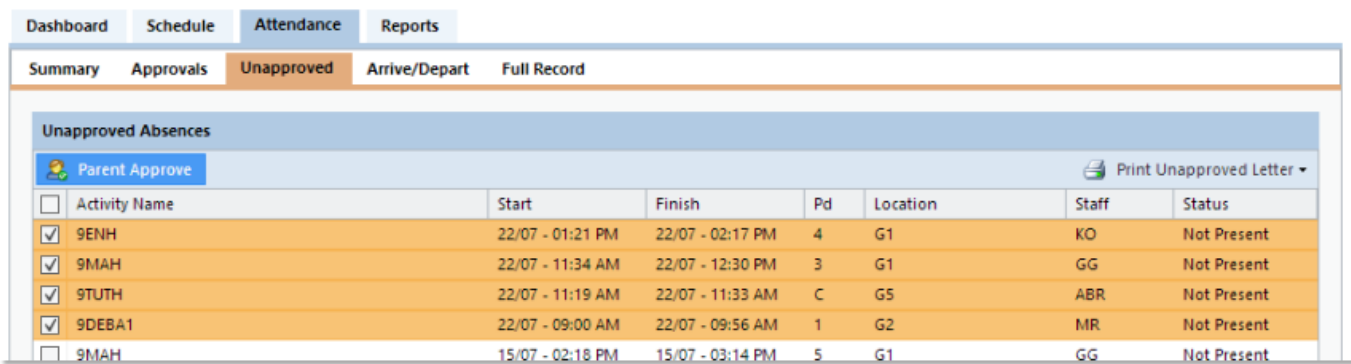
If a school has the Parent Login module enabled within their Compass portal the parents will be able to access student records via Compass. They can also enter parent approvals directly into Compass.

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.



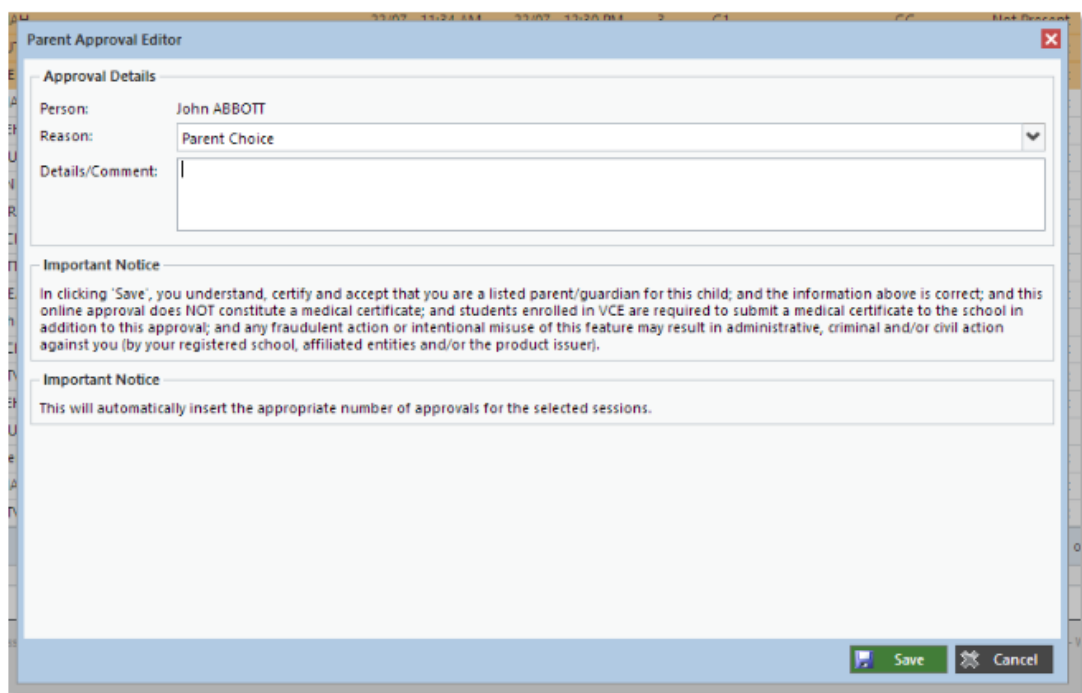
By clicking on this alert they will see a list of all of the instances where the student has been marked late or not present and these are not covered by any form of approval. The parent can then select the approvals that they want to approve and then click the '+ Parent Approval' button at the top of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



<input type="checkbox"/>	Activity Name	Start	Finish	Pd	Location	Staff	Status
<input checked="" type="checkbox"/>	9ENH	22/07 - 01:21 PM	22/07 - 02:17 PM	4	G1	KO	Not Present
<input checked="" type="checkbox"/>	9MAH	22/07 - 11:34 AM	22/07 - 12:30 PM	3	G1	GG	Not Present
<input checked="" type="checkbox"/>	9TUTH	22/07 - 11:19 AM	22/07 - 11:33 AM	C	G5	ABR	Not Present
<input checked="" type="checkbox"/>	9DEBA1	22/07 - 09:00 AM	22/07 - 09:56 AM	1	G2	MR	Not Present
<input type="checkbox"/>	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.



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 above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

Important Notice

This will automatically insert the appropriate number of approvals for the selected sessions.

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

Parents 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.

John ABBOTT (ABB0040), 09H

Student Profile
Includes the student's schedule, attendance, and reports if available.

Actions for John

- Send email to John's teachers
- Add Parent Approval (Approved Absence/Late)**
- Book Parent Teacher Interviews

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.

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 above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

Start: 22/04/2014 08:00 AM Select a period...

Finish: 22/04/2014 05:00 PM Select a period...

Affected Sessions

Activity	Start	Finish
9FBDB1	22/04 - 09:00 AM	22/04 - 09:56 AM
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
9HUF	22/04 - 01:21 PM	22/04 - 02:17 PM
9HUF	22/04 - 02:18 PM	22/04 - 03:14 PM

Save Cancel