How to Complete Media and Local Walk Consent Forms in Compass

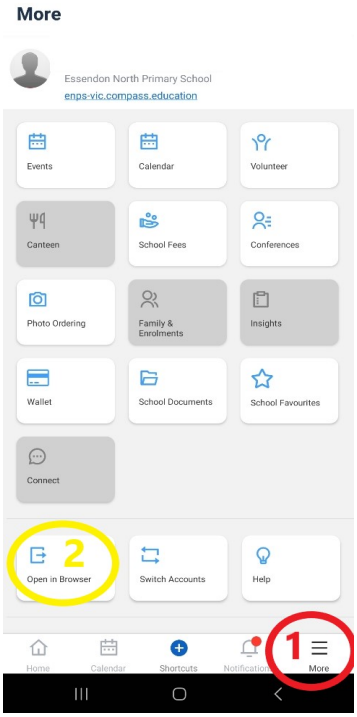
1) Open Compass and click on the blue link to the **"Course Confirmation/School Payments"** section.

If this link is not visible on the home screen of your Compass app, we recommend opening Compass in your browser instead.

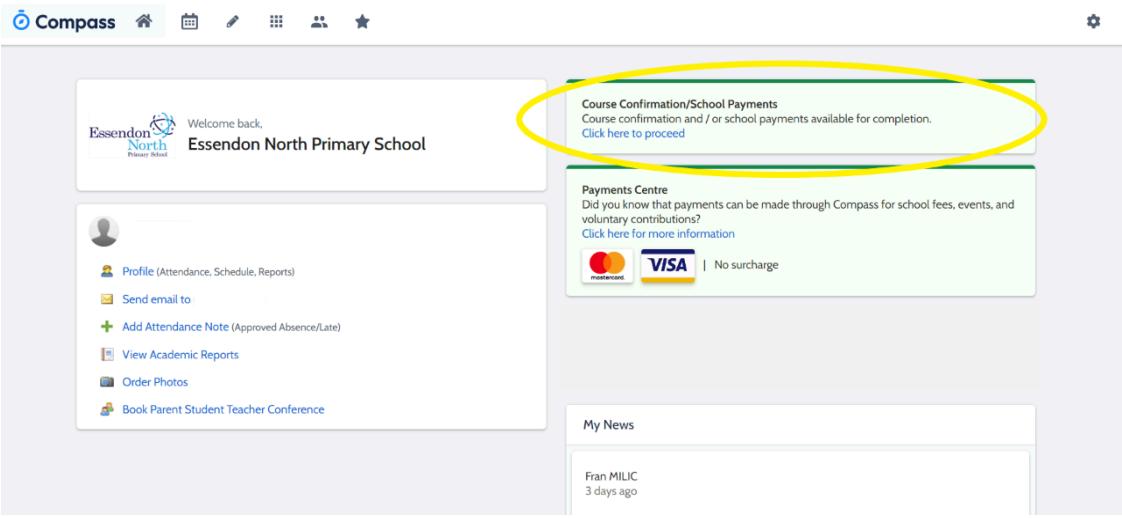
To do this from your mobile app, please:

Step 1: Click on the **More** icon at the bottom right of the home screen (circled red on the image pictured right).

Step 2: Select **"Open in Broswer"** (circled yellow on the image pictured right).



2) Once you are in browser view, the **"Course Confirmation/School Payments"** heading can be found on the top right-hand side, as circled yellow below:



3) Click the blue link **"Click here to proceed"** and the following screen will open. Look for any outstanding forms listed under the heading **"Confirmation/Payment Process"** with a status of **Not Started** or **In Progress**.

Course Confirmation and Payments

Click on a course confirmation/payment process below to proceed.

Confirmation/Payment Process	Status
Images in Physical School Environment Consent	Not Started
Local Excursion Annual Consent 2026	Not Started
Internal Media - Ongoing Consent Form	Not Started
External Media - Ongoing Consent Form	Not Started

**Completed via payment plan.*

4) Click on a form with a status of **Not Started** or **In Progress**. An overview screen will appear:

Course Confirmation/Payment: Local Excursion Annual Consent 2026

[Back to Course Confirmation/Payments]

In 2026 Essendon North Primary School may take students outside of school grounds to undertake educational activities in the local area.

The purpose of this form is to obtain parent/carer consent for local excursions during 2026.

[See More]

Progression Agreements

The following agreements will require online signing as part of the course confirmation process. You will be prompted to read and digitally sign these during the process.

Agreement	Parent Sign?	Student Sign?
Local Excursion Annual Consent 2026	Required	Not Required

Confirmation

Please click "Next" to begin the Course Confirmation Process

Next | Back to Course Confirmation

Click on the blue link **"See More"** to expand and read detailed information.
Click on the "**Next**" button (circled red above) to **begin the Course Confirmation Process**, then follow the steps on screen to provide consent.
*** Return to the screen shown in Step 3 if you wish to complete any remaining forms.**
A status of 'Complete' indicates the form has been finalised.
A status of 'In Progress' indicates the form was opened, but was not fully completed.

Note: If you do not give permission, DO NOT complete these forms. If you do not fill out these forms, we assume you do not give permission.

Thank you for your cooperation, and please visit the Essendon North Primary School Office or call 9379 3979 if you have any further questions.