



## Compass School Manager – For Parents

Date last modified  
20<sup>th</sup> February 2018

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## Accessing and logging into Compass

# Compass - Accessing Student Information

## Parents/Guardians/Carers Accessing Compass

Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps. Every family receives a separate login to Compass which has been provided to you by the school.

See below a list of supported and not supported browsers.

### **Recommended browsers:**

- Google Chrome (latest)
- Firefox (latest)
- Apple Safari (latest)
- Safari on iPad (2nd + 3rd Gen)
- Internet Explorer 10 / 11

### **Not recommended, but supported**

- Internet Explorer 9
- Safari on iPad (1st Gen)

### **Not supported**

- Internet Explorer 8 and below
- Any non-current version of Firefox
- Any non-current version of Chrome
- Any non-current version of Safari

## Parent's Initial login to compass

To access compass, open an internet browser and go to:

<https://prsc-vic.compass.education>

You will then need to enter your username and password.

When parents first log into compass they will need to verify their details in compass.

After entering your username and password into compass you will see the below screen.

## Welcome to the Patterson River Secondary College Parent Portal

Please confirm your mobile phone number and email address(es) below. These details will be used by the school to keep you up to date on school news, upcoming events, student absences, fees due for payment and a range of other information services (depending on the Compass features your school uses).

<b>Mobile</b>	<input type="text" value="AU"/>
<b>Email</b>	<input type="text"/>
	<input type="button" value="Update My Details"/>
	<a href="#">I don't have these details</a>

Compass School Manager requests your personal contact details on behalf of your registered educational institution. Details such as your personal email address and/or mobile phone number will be used solely by Compass School Manager and your registered educational institution for school related communications and notifications. It is not compulsory to provide these details. You are able to add/update and/or remove these details at any time. JDLF International Pty Ltd (including any affiliated companies) are not responsible for the content of any material transmitted, we act only as a gateway for communication. For further information please email [legal@jdlf.com.au](mailto:legal@jdlf.com.au)

Please ensure that your mobile number and email address are correct, then click “Update My Details”

If the below details do not exist and you have a mobile and/or email address, please enter them, then click ‘Update My Details’

After verifying your details, you will then need to change your password number to log into compass.

### Next, you will need to change your password

**Your new password must:**

- Be at least eight (8) characters in length
- Contain at least one (1) UPPERCASE letter
- Contain at least one (1) lowercase letter
- Contain at least one (1) number

**New Password:**

**Confirm New Password:**

Please keep a record of your User Name and your password (pin) number safe. If you forget your password, you can reset it by contacting the General Office at school. Please note we are unable to give the password to your child. Your User Name will always stay the same.

When you first log into compass you will see the below screen

Home screen of compass

## The Compass home screen

The home screen provides you with relevant alerts and news, as well as quick access to your child's profile.

The screenshot shows the Compass home screen for Patterson River Secondary College. The page is titled 'Welcome to the Patterson River Secondary College Portal' and 'Compass'. It features a 'My News' section with an alert for 'Attendance: Parent Approval Required' and a list of 'End of year Activities - sign up' for Year 8, 9 & 10 Students. The 'My News' section includes a yellow alert box for 'Attendance: Parent Approval Required' and a list of activities for Thursday 19th November, Friday 20th November, Monday 23rd November, and Tuesday 24th November. The 'End of year Activities - sign up' section lists activities for Year 8, 9 & 10 Students, including 'Thursday 19th November', 'Friday 20th November', 'Monday 23rd November', and 'Tuesday 24th November'. The 'News' section includes 'Activities program - 14th, 15th and 16th December' and 'Booklet attached'. The 'Main Menu' section includes 'Check excursion details, learning tasks, school resources here'. The 'Student Profiles' section includes 'The student profile provides you with access to full details of your child. This will include attendance, learning tasks, reports and much more. Using the Actions button you can quickly add Parent Approvals, book Parent-Teacher conferences, and email your child's teachers.' The 'Alerts' section includes 'Custom notifications for items that require your action or attention. These may include excursion notifications, ordering options for school photos, absence notifications, surveys, student report availability and more.' The 'News' section includes 'Recent school news items and information relevant to you. This may include newsletters, details of upcoming events and much more.'

**Main Menu**  
Check excursion details, learning tasks, school resources here

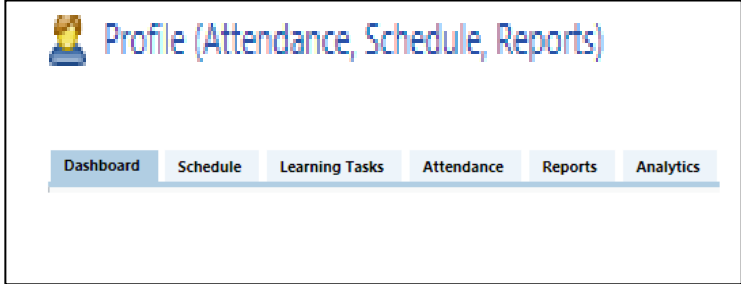
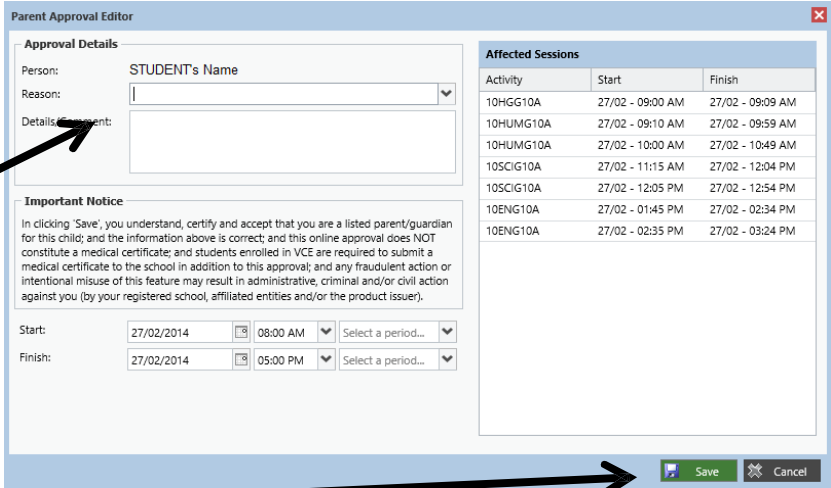
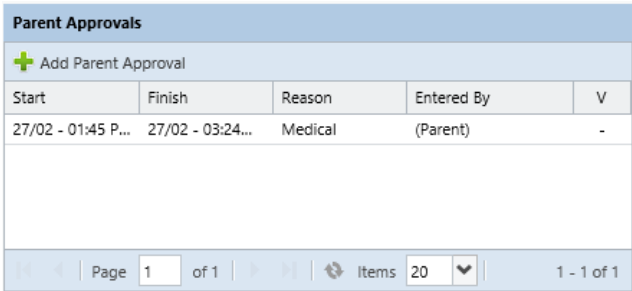
**Student Profiles**  
The student profile provides you with access to full details of your child. This will include attendance, learning tasks, reports and much more. Using the Actions button you can quickly add Parent Approvals, book Parent-Teacher conferences, and email your child's teachers.

**Alerts**  
Custom notifications for items that require your action or attention. These may include excursion notifications, ordering options for school photos, absence notifications, surveys, student report availability and more.

**News**  
Recent school news items and information relevant to you. This may include newsletters, details of upcoming events and much more.

## Advising of absences via the Compass Parent Portal

How to advise us of a past or upcoming absence for your child.

<p>Click on Profile this will bring another page up.</p> <p>Click on Attendance</p>	
<p>You will be taken to your child's <i>Attendance Page</i> and a popup window will prompt you for some details about the absences</p> <p>Select a reason from the drop down box.</p> <p>If you wish to add any further details you can.</p> <p>Identify the time your child will be <b>absent</b> from school. You can either select the periods or specific times. As you change the times, the list of <i>affected sessions</i> on the right will change to show which classes your child will miss.</p> <p>Click save.</p>	
<p>You will be returned to the main <i>Attendance page</i>, and your Absence will be visible under the <i>Parent Approval</i> list.</p> <p>You can add absence information for your child in advance if you know they will be away from school.</p>	

## Parent approval required alert (If the student was not at school)

If your student was marked as not being present or late to school for previous days, you will see an alert under “My Alerts”

### My Alerts

#### ■ Attendance: Parent Approval Required

Attendance was recorded as 'not present' or 'late' without approval.

[Click here for more information](#)

To approve these absences or lateness click “Click here for more information”

You will be taken to the unapproved absence page. Here you can select the classes your student was not marked “not present” and provide a parent approval for the student not being at school.

Unapproved (Not Present and Late)							
Parent Approve <span style="float: right;">Print Unapproved Letter ▾</span>							
<input type="checkbox"/>	Activity Name	Start	Finish	Pd	Location	Staff	Status
<input type="checkbox"/>	9HUMGA	16/10 - 09:42 AM	16/10 - 10:23 AM	2	G8	HMO	Not Present
<input type="checkbox"/>	9HUMGA	16/10 - 09:00 AM	16/10 - 09:41 AM	1	G8	HMO	Not Present
<input type="checkbox"/>	9FF1	15/10 - 02:35 PM	15/10 - 03:24 PM	6	S2	LMU	Not Present
<input type="checkbox"/>	9FF1	15/10 - 01:45 PM	15/10 - 02:34 PM	5	S2	LMU	Not Present
<input type="checkbox"/>	9MOT2	15/10 - 12:05 PM	15/10 - 12:54 PM	4	AUTO	IPA	Not Present
<input type="checkbox"/>	9MOT2	15/10 - 11:15 AM	15/10 - 12:04 PM	3	AUTO	IPA	Not Present
<input type="checkbox"/>	9ENGGA	15/10 - 10:00 AM	15/10 - 10:49 AM	2	G8	LHA	Not Present
<input type="checkbox"/>	9ENGGA	15/10 - 09:10 AM	15/10 - 09:59 AM	1	G8	LHA	Not Present
<input type="checkbox"/>	9HGGA	15/10 - 09:00 AM	15/10 - 09:09 AM	HG	G8	LHA	Not Present

1. Tick the boxes for the classes you wish to provide a parent approval

2. Click the Parent Approve button

Enter the reason for the absence and any details or comments required. Click Save

#### Parent Approval Editor

**Approval Details**

Person: [Name]

Reason: Parent Choice

Details/Comment: On Exchange program

**Important Notice**




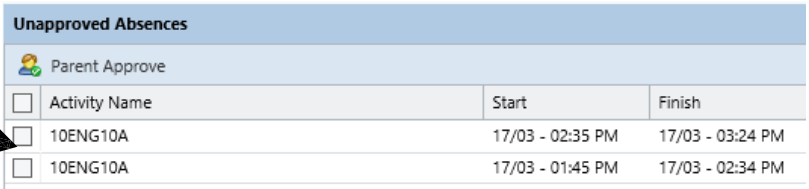
In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child; and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school 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.

## Looking at past absences


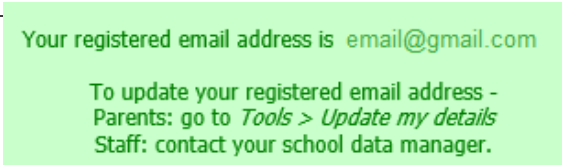
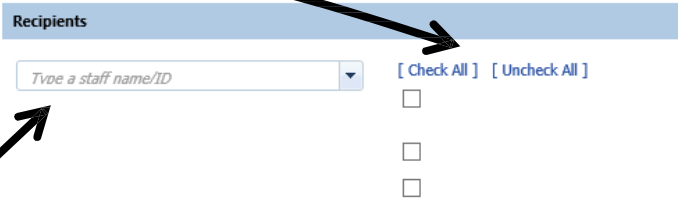
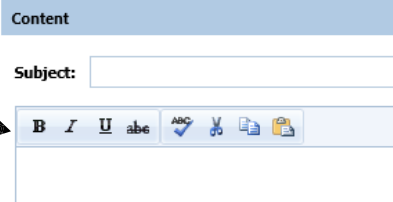
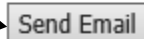
Compass contains a lot of information about your child and their time at school. As much as it is useful to advise the school of absences prior to them occurring, sometimes this just isn't possible. You can access a list of all unapproved absences for your child, and if appropriate, approve them.

<p>Click on the blue words <i>Student Profile</i>.</p>																					
<p>You will be taken to your child's <i>Profile Page</i>.</p> <p>Click on the tab for <i>Attendance</i>.</p> <p>(On this page you can also look at their Chronicle entries which have been posted by their teachers)</p>																					
<p>By default, you will be shown a summary of your child's attendance information, including percentage attendance data for each subject.</p> <p>To access any past unapproved absences, click on the link to <i>Unapproved</i> just below the tabs.</p>																					
<p>You will be shown a list of all unapproved absences recorded for your child. You can approve multiple absences at the one time by clicking on the boxes next to each class, then clicking on <i>Parent Approve</i>.</p> <p>Fill out the form explaining why your child was absent, click <i>save</i>, and you're done!</p>	 <table border="1"> <thead> <tr> <th colspan="4">Unapproved Absences</th> </tr> <tr> <th colspan="4">Parent Approve</th> </tr> <tr> <th><input type="checkbox"/></th> <th>Activity Name</th> <th>Start</th> <th>Finish</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>10ENG10A</td> <td>17/03 - 02:35 PM</td> <td>17/03 - 03:24 PM</td> </tr> <tr> <td><input type="checkbox"/></td> <td>10ENG10A</td> <td>17/03 - 01:45 PM</td> <td>17/03 - 02:34 PM</td> </tr> </tbody> </table>	Unapproved Absences				Parent Approve				<input type="checkbox"/>	Activity Name	Start	Finish	<input type="checkbox"/>	10ENG10A	17/03 - 02:35 PM	17/03 - 03:24 PM	<input type="checkbox"/>	10ENG10A	17/03 - 01:45 PM	17/03 - 02:34 PM
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If there are absences on this list which you do not approve of, please contact your child's Coordinator or the General Office.

## Emailing teachers via the Compass Parent Portal


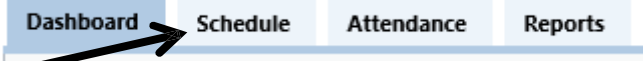
One of the main reasons for Patterson River Secondary College introducing Compass School Manager was to make two-way communication between the school and home easier. On Compass, the school will communicate with you via direct emails, chronicle posts and end of semester reports. The easiest way for you to communicate with us is via a direct email which you can send to any of your child's teachers.

<p>Click on the envelope email. A menu will appear.</p> <p>Click on <i>Send Student's teachers an email</i>.</p>	
<p>At the top of the screen you will see a green box with your current email address. If this email address is incorrect please follow the instructions to change it.</p>	
<p>All of your child's teachers will be listed with a Checkbox next to their name. Tick the teachers you wish to email. If you wish to email other staff, for example, the appropriate Co Ordinator, start to type their name in to box and select it from the drop down box.</p>	
<p>You can enter a subject to your email, and then the main text. There are basic text editing tools available.</p> <p>You are unable to add attachments to emails sent through Compass.</p>	
<p>Click <i>Send Email</i> on the bottom of the screen.</p> <p>The email will be sent to the staff identified at the top of the screen. It will appear to come from your email address, so any reply will be sent there.</p>	



## Viewing your child's Schedule (Timetable)

Compass will allow you to view your child's normal timetable, as well as see any special events which they may be participating in. These will include excursions, guest speakers, instrumental music lessons and other events which may cause them to miss classes.

<p>Click on the blue words <i>Student Profile</i>.</p>																			
<p>You will be taken to your child's <i>Dashboard</i> page. You can see their Schedule for today, as well as any entries posted by their teachers on their Chronicle.</p> <p>To view your child's entire timetable, click on the <i>Schedule</i> tab.</p>																			
<p>You will see your child's timetable. You can move forward or back in weeks to see previous schedules. In general:</p> <ul style="list-style-type: none"> <li>• Normal classes appear in blue boxes</li> <li>• Classes where there has been some kind of change (replacement teacher or room change) will appear in red boxes</li> <li>• Special events will appear in green boxes</li> </ul> <p>The timetable will show a series of codes (subject – room – teacher). If you are unsure about what these mean, ask your child.</p>	<table border="1"> <thead> <tr> <th></th> <th>Mon, 28 Apr</th> <th>Tue, 29 Apr</th> </tr> </thead> <tbody> <tr> <td>8 AM</td> <td></td> <td></td> </tr> <tr> <td>9 AM</td> <td> <div style="background-color: #e0f0ff; padding: 2px;">9:00: HG - 10HGG10A - G10 - DPR</div> <div style="background-color: #ffe0e0; padding: 2px;">9:10: 1 - 10ENG10A - G10 - RDE CRT01</div> </td> <td> <div style="background-color: #e0f0ff; padding: 2px;">9:00: HG - 10HGG10A - G10 - DPR</div> <div style="background-color: #e0ffe0; padding: 2px;">9:10: Whole School Assembly - UNASSIGNED</div> <div style="background-color: #ffe0e0; padding: 2px;">9:10: 1 - 10SPORTS1 - PE4 - ASA</div> </td> </tr> <tr> <td>10 AM</td> <td> <div style="background-color: #ffe0e0; padding: 2px;">10:00: 2 - 10ENG10A - G10 - RDE CRT01</div> </td> <td> <div style="background-color: #e0f0ff; padding: 2px;">10:00: 2 - 10SPORTS1 - PE4 - ASA</div> </td> </tr> <tr> <td>11 AM</td> <td> <div style="background-color: #e0f0ff; padding: 2px;">11:15: 3 - 10SCIG10A - S7 - DPR</div> </td> <td> <div style="background-color: #ffe0e0; padding: 2px;">11:15: 3 - 10CHEM2 - S4 - KGH CRT01</div> </td> </tr> <tr> <td>12 PM</td> <td> <div style="background-color: #e0f0ff; padding: 2px;">12:05: 4 - 10SCIG10A - S7 - DPR</div> </td> <td> <div style="background-color: #ffe0e0; padding: 2px;">12:05: 4 - 10CHEM2 - S4 - KGH CRT01</div> </td> </tr> </tbody> </table>		Mon, 28 Apr	Tue, 29 Apr	8 AM			9 AM	<div style="background-color: #e0f0ff; padding: 2px;">9:00: HG - 10HGG10A - G10 - DPR</div> <div style="background-color: #ffe0e0; padding: 2px;">9:10: 1 - 10ENG10A - G10 - RDE CRT01</div>	<div style="background-color: #e0f0ff; padding: 2px;">9:00: HG - 10HGG10A - G10 - DPR</div> <div style="background-color: #e0ffe0; padding: 2px;">9:10: Whole School Assembly - UNASSIGNED</div> <div style="background-color: #ffe0e0; padding: 2px;">9:10: 1 - 10SPORTS1 - PE4 - ASA</div>	10 AM	<div style="background-color: #ffe0e0; padding: 2px;">10:00: 2 - 10ENG10A - G10 - RDE CRT01</div>	<div style="background-color: #e0f0ff; padding: 2px;">10:00: 2 - 10SPORTS1 - PE4 - ASA</div>	11 AM	<div style="background-color: #e0f0ff; padding: 2px;">11:15: 3 - 10SCIG10A - S7 - DPR</div>	<div style="background-color: #ffe0e0; padding: 2px;">11:15: 3 - 10CHEM2 - S4 - KGH CRT01</div>	12 PM	<div style="background-color: #e0f0ff; padding: 2px;">12:05: 4 - 10SCIG10A - S7 - DPR</div>	<div style="background-color: #ffe0e0; padding: 2px;">12:05: 4 - 10CHEM2 - S4 - KGH CRT01</div>
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Your child can also view their schedule using their own log in information. Their username and password is exactly the same as the username and password they use to log on to their computer at school. This means that your child will be able to view any room changes which may affect them, as well as details of any replacement teachers. Your child can also see their own customized News Feed on their home page.

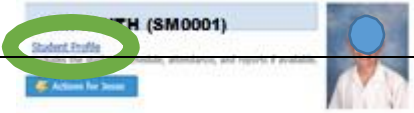

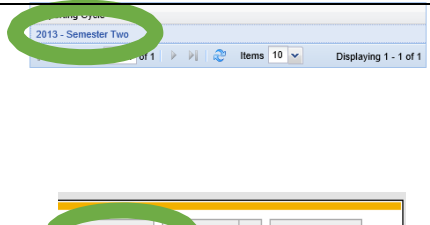
## Accessing your child's report

All student reports will be uploaded to Compass for parents to access at home. Paper copies of reports will not be provided to parents.

To access your child's report, follow the simple instructions below.  
Go to the Patterson River Secondary College website:

Click on Compass School Manager logo under the menu bar

<a href="#">HOME</a> <a href="#">OUR COLLEGE</a> <a href="#">INFORMATION</a> <a href="#">CURRICULUM</a> <a href="#">CO-CURRICULAR PROGRAMS</a> <a href="#">ENROLMENT</a> <a href="#">COMPASS</a> <a href="#">STUDENT EMAIL</a>
<p><b>Log in using your user name and password</b></p> <p>Your user name is your family code and the password is the number you chose either 4 or 6 numbers</p>

If you are accessing this document via the Compass News Feed begin at this step.	
For each child, click on their <i>Student Profile</i> .	
Each child's profile contains a number of sections. Click on <i>Reports</i> .	<p>John SMITH</p> <p>Student: <span style="float: right;">G9A, Year 9</span></p>
Click on the title of the report you wish to access.	
A PDF version of your child's report will download to your computer. You may be prompted to <i>Open</i> or <i>Save</i> the file by a yellow bar near the bottom of the screen. Click <i>Open</i> to open the file.	

## Booking Parent-Teacher Conferences

Compass School Manager allows you to book Parent-Teacher Conferences with your child's teachers.

Because Compass knows who your child's timetable, it will only allow you to make bookings with:

- Any of their regular teachers
- Any of a select group of support staff including the wellbeing, integration and careers coordinators

Click on home screen. One of the options will be to *Book Parent-Teacher Conferences*.

Note that this option will only appear when bookings have been opened.

Click on the name of the event you wish to book for.

Please select the event to manage your bookings.

Available events		
Event	Student	Status
<a href="#">Parent/Teacher Conferences - August 2014</a>		Open for booking

Compass

Parent/Student/Teacher Interviews : Ronald (Ron) WEASLEY (WAL0038)

Students are to attend all interviews with their Parent/Guardian

**My Bookings**

Teacher Name	Eligibility	Location	Time Slots	Status
Albus DUMBLEDORE	Principal	Gym	01/09/2016 05:10 PM	Booked
Filius Flitwick	Further Mathematics		01/09/2016 05:20 PM	Booked
Minerva McGONAGALL	Flying Unit 3	Gym	01/09/2016 06:30 PM	Booked
Severus SNAPE	Dark Arts Unit 3		<input type="text" value=""/>	Free

Compass (109 / 10.20.26.0 / BN14121 / UserV3)

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## INTRODUCING COMPASSPAY

Parents are now able to provide consent/payment, for all events (excursions, camps etc), through the Compass Portal.

Parents will receive notification of any upcoming events, which require consent/payment via email. (Please ensure that your details are correct on Compass).

To consent/pay for events using Compass:

- Log onto Compass
- 'Click' on the 'Organisation Tab'

You will have three options (as shown on screenshot) :

- To 'view' any upcoming (as well as past) events by clicking on the event name.
- To consent/pay by clicking the 'Process Now (Online)' option. Parents will then be prompted to enter information regarding emergency contact details, any medical information and credit card details where there is a cost involved.
- A 'print form (offline)' tab for those who wish to use CSEF or do not want to provide credit card details. Simply print the consent form and return to the office with either cash/cheque payment or marked CSEF.

Payments are processed securely via CompassPay and is a free service. Cards accepted include MasterCard, Visa, Mastercard debit and Visa debit. A transaction will appear on your credit card statement as 'COMPASSPAY.COM'.

Please note that for events that have a cost, Compass will not allow consent without payment.

If you or your student do not have access to a computer, please see either the General Office or the teacher in charge of the event and a permission slip will be printed for you.

For further information, please contact the General Office on 8770 6700.

## Events

### Consenting/ paying for an event

Parents will receive a notification on their home screen when there is an event that requires their approval or payment.


Welcome to the Patterson River Secondary College Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

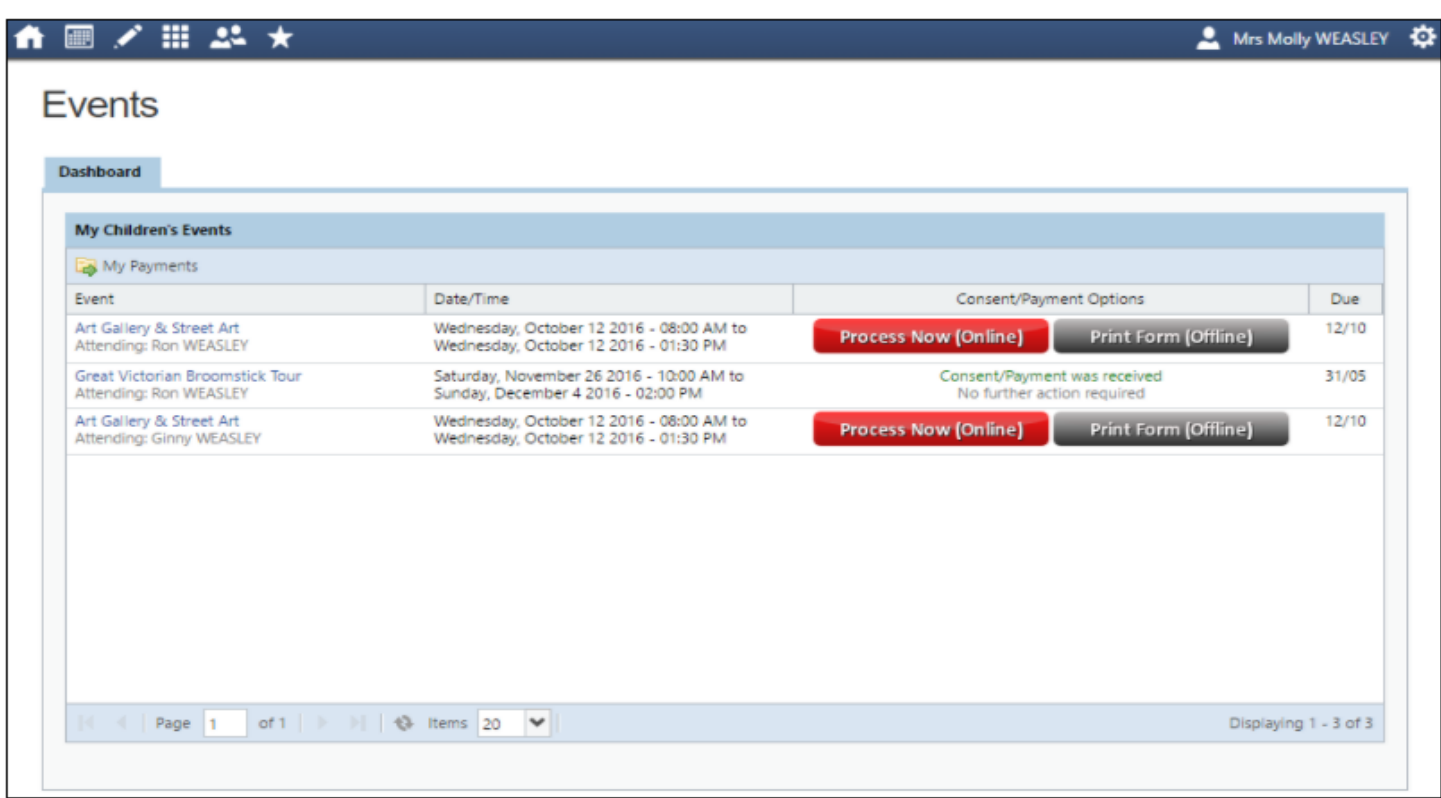
# Compass

**My News**

**Event Consent/Payment Required**  
There are 1 event(s) awaiting your consent and/or payment.  
[Click here for more information](#)



Teachers will inform students that an event is coming up, and we will email all parents who have a valid email address to ask you to check compass for the up and coming event. Please ensure that your details are correct on compass.



The screenshot shows the 'Events' page in the Compass system. At the top, there is a navigation bar with icons for home, calendar, edit, grid, users, and star, along with the user name 'Mrs Molly WEASLEY' and a settings gear. The main heading is 'Events'. Below it is a 'Dashboard' section with a 'My Children's Events' sub-heading. Underneath, there is a 'My Payments' section with a table of events. The table has columns for 'Event', 'Date/Time', 'Consent/Payment Options', and 'Due'. The first row shows an event 'Art Gallery & Street Art' with 'Process Now (Online)' and 'Print Form (Offline)' buttons. The second row shows 'Great Victorian Broomstick Tour' with a status 'Consent/Payment was received' and 'No further action required'. The third row shows another 'Art Gallery & Street Art' event with 'Process Now (Online)' and 'Print Form (Offline)' buttons. At the bottom, there is a pagination bar showing 'Page 1 of 1', 'Items 20', and 'Displaying 1 - 3 of 3'.

Event	Date/Time	Consent/Payment Options	Due
Art Gallery & Street Art Attending: Ron WEASLEY	Wednesday, October 12 2016 - 08:00 AM to Wednesday, October 12 2016 - 01:30 PM	<a href="#">Process Now (Online)</a> <a href="#">Print Form (Offline)</a>	12/10
Great Victorian Broomstick Tour Attending: Ron WEASLEY	Saturday, November 26 2016 - 10:00 AM to Sunday, December 4 2016 - 02:00 PM	Consent/Payment was received No further action required	31/05
Art Gallery & Street Art Attending: Ginny WEASLEY	Wednesday, October 12 2016 - 08:00 AM to Wednesday, October 12 2016 - 01:30 PM	<a href="#">Process Now (Online)</a> <a href="#">Print Form (Offline)</a>	12/10

By clicking the "Process Now (Online)" option, parents will be prompted to enter information regarding emergency contact details as well as any relevant medical information.

Clicking the 'Process Now (Online)' button highlighted in blue allows you to provide consent and pay for an event online, and shows the following page:

## Year 12 Marine Biology - Melbourne Aquarium: Consent and Payment

[ Back to Events ]

Consent and Payment has not been received.  
Parent or guardian action is required.

**Event Details**

**Description/Educative Purpose:**  
Students will embark on an underwater journey through DEa LIFE Melbourne Aquarium's 12 amazing themed zones and learn about the survival of animals on display. Groups will consider the human impacts and subsequent challenges faced by marine communities and the ways in which they can be reduced. In doing so, students will discover the difficulties of marine conversation and obvious disconnect that exists beneath the water line.

**Date/Time:** Wednesday, June 28, 08:00AM - Wednesday, June 28, 03:00PM

**Venue/Location:** Melbourne Aquarium King Street & Flinders St, Melbourne VIC 3000 (03) 9923 5925

**Additional Details:** Students are required to bring a valid MYKI card for travel, their lunch or money to purchase from Melbourne Aquarium cafe and a pen and clipboard.

**Dress Code:** Full School Uniform

**Transport:** Public Transport: Train, Assemble & Dismissal points: Narre Warren Train Station. Students are to assemble at the station at 8:00am sharp to catch the 8:15 train.

**Consent:** Consent due by 28/06/2017

**Event Cost:** \$15.00 (Michael CORNER) due by 28/06/2017

**Medical Information**

**Details of medical conditions, allergies and medication being taken (already on school file)**

Medical Records	Description
Anaphylaxis	Symptoms: Acute Swelling Action: If epi pen given call ambulance immediately Inform Doctor: Y Inform Emerg Contact: Y Administer Medication: Y

Please contact the school if the information above is out of date/incorrect, and additionally provide clarifying comments in the "Additional details..." section below. In some cases the school may have chosen to exclude some details from the Compass system. If important details are missing, we recommend you contact the school for further information.

**Additional details of any current medical conditions, allergies, medications or ailments**  
e.g. A broken leg, asthma inhaler dosage increase, travel sickness, allergies, dietary requirements etc.

Please contact the school if any permanent/long-term medical information requires updating.

Event details summarised.

Table outlining details of medical conditions, allergies and medication being taken (already on school file).

Box for additional details of any current medical conditions, allergies, medications or ailments to be added.

**Parent/Guardian Contact Details**

**Contact details on file**

Name: Mr Homelik HARRICK  
 Email: compass@compass.edu.au  
 Phone: 03 9005 5217

Please contact the school if the information above is out of date/incorrect/incomplete.

**Contact details on the day (if different from normal)**

**Consent for Michael CORNER**

I give permission for Michael CORNER to attend this event. Where the staff member in charge is unable to contact me, or where it is impracticable to contact me, I authorise the staff member in charge to 1) consent to any medical or surgical attention deemed necessary by a medical practitioner, and 2) administer such first aid as the staff member in charge judges to be reasonably necessary. I understand that this is an official school event and that Michael CORNER will adhere to the dress code, as outlined above, and behave in alignment with the school's code of conduct. I agree to meet any medical expenses and/or transport costs incurred in the event of sickness or injury. Further, I agree to meet any transport costs should my child be sent home as a result of misbehaviour or inappropriate conduct.

**To provide consent, please type your full name below.**

Parent/Guardian Full Name:

**Payment**

Name on card:

Card Type: VISA

Card Number:

Expiry (Month/Year): (Month) / (Year)

CVV/CVC:  [Where do I find my CVV/CVC?](#)

We use CompassPay.com as our payment processing gateway. In clicking the relevant "Pay" or "Submit" button below, you agree for your credit card to be charged by CompassPay.com on behalf of your school. You understand that the amount charged will be the Total Due or amount indicated above and that this will appear on your credit card statement as CompassPay.com. This payment and use of this website is in alignment with the Compass School Manager terms and conditions of use available at <http://compass.edu.au/policy/>

**By proceeding, you agree that**

you are the card holder for the credit card above; and  
 you agree for the credit card entered above to be charged the amount event cost specified; and  
 the credit card above is valid, and able to honour payments; and  
 you understand that this transaction will be processed and appear on your credit card statement as **CompassPay.com**; and  
 you accept your school's relevant refund policies; and  
 you accept the Compass School Manager website policies available here.

Submit Details
Cancel

Parent Contact Details

Box to add contact details for the day of the event if they differ from normal.

Box to type full name in to provide consent for the event.

Area to add payment details, and pay for the event.

## Compass FAQ's

Parents – All parents should have log on details. Log on via the schools link

<https://prsc-vic.compass.education>

**Students** – You will need to use the same username and password as you use to access the school Network.

### ***I've forgotten my password how do I reset it?***

Please contact the General office at Patterson River Secondary college to reset the password.  
(Remember your password is a 8 numbered pin)

### ***I am unable to see any menu bars or the page is not showing correctly?***

Please ensure you are using a supported browser. Please see the 'Accessing and logging into compass' section of this document.

### ***How do I ensure that my account remains secure?***

Change your password as soon as you log on, and ensure that it is a password that nobody will be likely to guess. Note that your password can only be numbers. Never share your password with anyone, **including your own child**. Should you suspect that your account has been compromised, it is essential that you reset your password immediately, and then report it to Patterson River Secondary College.

### ***Who should I contact for queries regarding my child's attendance?***

If you believe that there is an error on your child's attendance record, please contact the General Office on 8770 6700. If you believe that your child has missed classes without authorisation, contact his/her mentor teacher or Year Level Coordinator and they will investigate it further.

### ***Will I receive text messages for my child's absence?***

Please note that an automated email for absences will be sent to parent's email accounts each morning if a child is missing, Period 1 & 2. You can log on to compass to approved the absence, or telephone the General Office.

### ***What are the privacy arrangements regarding my child's data?***

Compass School Manager is a Victorian school management system. Information stored within this system is managed in accordance with Victorian privacy principles and is stored on servers located within Department of Education and Early Childhood Development facilities. All data remains the property of the school. A copy of the Compass privacy policy is available at [www.jdlf.com.au/policy/privacy](http://www.jdlf.com.au/policy/privacy).