

How To: Add an Attendance Note for an upcoming Absence

If your child is going to be away, you can add in an Attendance note to advise the school. To do so, click 'Add Attendance Note (Approved Absence/Late)'.

The screenshot shows the 'Welcome to the Magic P-12 College Portal' page. On the left, there are two student profiles. For Stephen CORNFOOT, the 'Add Attendance Note (Approved Absence/Late)' link is highlighted with a red box. For Euan ABERCROMBIE, the same link is also visible. On the right, there are several promotional banners for 'msp photography', 'Course Confirmation/School Payments', 'Payments', 'Newsletter', and 'School Jumper Orders'. The 'msp photography' banner includes the text: 'You can now order your MSP school photo packs through your Compass portal. Click here to place your order today!'. The 'Course Confirmation/School Payments' banner says: 'Course confirmation and/or school payments available for completion. Click here to proceed'. The 'Payments' banner says: 'There may be payments awaiting your action. Click here for more information'. The 'Newsletter' banner says: 'Please find attached our March Newsletter Mar 2nd by Liz Larson'. The 'School Jumper Orders' banner says: 'This year, we are taking uniform orders through CompassTix. Click here to order your school jumpers! Feb 3rd by Eliza Elderflower'.

A Note screen will open. Select the applicable reason from the drop down list; add in any additional information if applicable in the Details/Comment box. Select the start and finish date/time of the absence and click 'Save'.

The screenshot shows the 'Attendance Note Editor' form. The 'Note Details' section is highlighted with a red box. It includes the following fields:

- Person: Euan ABERCROMBIE
- Reason: Enter a reason... (dropdown menu)
- Details/Comment: (text area)

Below the 'Note Details' section is an 'Important Notice' section with the following text:

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).

At the bottom of the form, there are two date/time fields, both highlighted with a red box:

- Start: 24/06/2020 08:00 AM (dropdown menu)
- Finish: 24/06/2020 05:00 PM (dropdown menu)

At the bottom right of the form, there are 'Save' and 'Cancel' buttons.

How To: Add an Attendance Note for an Unexplained Absence

If your child has been marked Not Present without an explanation, you will be required to add an Attendance Note.

You will see an alert on your homescreen.

Click the alert and it will take you to your child's 'Unexplained' attendance tab where you will see any sessions listed for which they were marked as Not Present or Late.

Activity Name	Start	Finish	Period	Location	Staff	Status
<input type="checkbox"/>	01/01/2020	31/12/2020				
<input type="checkbox"/> MATH10B	18/06/2020 08:50 AM	18/06/2020 10:48 AM		UNASSIGNED	SARAH	Not Present

Select the session (or sessions) that you are adding a note for and then click 'Explain with Attendance Note'. This will cause the Attendance Note screen to pop open.

The screenshot shows a software interface for managing attendance. At the top, there are navigation tabs: Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, and Insights. Below these are sub-tabs: Summary, Notes/Approvals, Unexplained, and Arrival/Departure. The 'Unexplained' sub-tab is active, displaying a table of sessions. The table has columns for Activity Name, Start, Finish, Period, Location, Staff, and Status. One session, 'MATH10B', is highlighted in orange and has a checkmark in the first column. Above the table, there is a button labeled 'Explain with Attendance Note' and a 'Print Unexplained Letter' option. Below the table, an 'Attendance Note Editor' dialog box is open. It contains a 'Note Details' section with a 'Person' field (filled with 'Euan ABERCROMBIE'), a 'Reason' dropdown menu (showing 'Enter a reason...'), and a 'Details/Comment' text area. Below this is an 'Important Notice' section with a warning message. At the bottom of the dialog, there are 'Audit', 'Save', and 'Cancel' buttons.

Activity Name	Start	Finish	Period	Location	Staff	Status
MATH10B	18/06/2020 08:50 AM	18/06/2020 10:48 AM		UNASSIGNED	SARAH	Not Present

Select the applicable reason for the absence and add in the relevant details/comment. Click 'Save'. This will assign the attendance note to the sessions you selected and they will update to no longer show as unexplained absences