

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 parent portal for Greenfields College. On the left, a sidebar for Charlotte BELL is highlighted, with the option 'Add Attendance Note (Approved Absence/Late)' selected. The main area displays various notifications and links, including 'Opt-in Event Invitations', 'Course Confirmation/School Payments', 'Payments Centre', 'Parent Student Teacher Conference', 'Event Consent/Payment Required', and 'Attendance: Attendance Note Required'.

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. It includes a 'Note Details' section with fields for 'Person' (Charlotte BELL), 'Reason' (a dropdown menu), and 'Details/Comment'. Below this is an 'Important Notice' section. The 'Start' and 'Finish' fields are set to 26/04/2022, 09:00 AM and 03:30 PM respectively. A checkbox indicates that if the note is more than 0 teaching days in length, separate documentation is required. On the right, a 'Potentially Affected Sessions' table lists activities and their times.

Activity	Start	Finish
09HUM_09A (Year 9 H...	26/04/2022 08:50 AM	26/04/2022 09:47 AM
09ENG_09A (Year 9 En...	26/04/2022 09:51 AM	26/04/2022 10:48 AM
09MATH_09A (Year 9 ...	26/04/2022 11:12 AM	26/04/2022 12:09 PM
09SCI_09A (Year 9 SC...	26/04/2022 12:13 PM	26/04/2022 01:10 PM
09MATH_09A (Year 9 ...	26/04/2022 01:58 PM	26/04/2022 02:55 PM

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.

Welcome back, Juliette!
Greenfields College

Charlotte BELL

- Profile (Attendance, Schedule, Reports)
- Send email to Charlotte's teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Order Photos
- Book Parent Student Teacher Conference
- 1 overdue learning task

Sophie BELL

- Profile (Attendance, Schedule, Reports)
- Send email to Sophie's teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports

Opt-In Event Invitations
There are 1 opt in event(s) available.
[Click here for more information.](#)

Course Confirmation/School Payments
Course confirmation and / or school payments available for completion.
[Click here to proceed](#)

Payments Centre
Did you know that payments can be made through Compass for school fees, events, and voluntary contributions?
[Click here for more information](#)

Parent Student Teacher Conference
2022 Parent Teacher Interviews
[Click here for booking](#)

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

Attendance: Attendance Note Required
Charlotte was recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

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.

Student: Charlotte BELL - 09A, Year 9 Active

Dashboard Schedule Learning Tasks **Attendance** Reports Analytics Insights

Summary Notes **Unexplained** Arrival/Departure Full Record

Not Present/Late: Unexplained

Explain with Attendance Note [Print Unexplained Letter](#)

Activity Name	Start	Finish	Period	Location	Staff	Status
☐ 09SCL_09A	01/01/2022	31/12/2022				
☒ 09SCL_09A	19/05/2022 01:58 PM	19/05/2022 02:55 PM	5	15	CWOOD	Late
☐ 09ENG_09A	13/05/2022 08:50 AM	13/05/2022 09:47 AM	1	11	AGREIG	Late
☐ 09ENG_09A	12/05/2022 12:13 PM	12/05/2022 01:10 PM	4	11	AGREIG	Late
☐ 09ENG_09A	06/05/2022 08:50 AM	06/05/2022 09:47 AM	1	11	AGREIG	Late
☐ 09ENG_09A	04/04/2022 08:50 AM	04/04/2022 09:47 AM	1	11	AGREIG	Late
☐ 09ENG_09A	18/03/2022 08:50 AM	18/03/2022 09:47 AM	1	11	AGREIG	Late
☐ 09ENG_09A	11/03/2022 01:58 PM	11/03/2022 02:55 PM	5	11	AGREIG	Late
☐ 09SCL_09A	01/03/2022 12:13 PM	01/03/2022 01:10 PM	4	15	CWOOD	Late
☐ 09SCL_09A	10/02/2022 08:50 AM	10/02/2022 09:47 AM	1	15	CWOOD	Late

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.

Attendance Note Editor



Note Details

Person: Charlotte DELL

Reason:



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