

## 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)'.

Welcome to the Magic P-12 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.

**Stephen CORNFOOT**

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

**Euan ABERCROMBIE**

- Profile (Attendance, Schedule)
- Send email to Euan's teachers
- Add Attendance Note (Approved Absence/Late)
- Book Parent Student Teacher Conference

**My News**

**Order your MSP school photos**  
msp photography  
You can now order your MSP school photo packs through your Compass portal. Click here to place your order today!

**Course Confirmation/School Payments**  
Course confirmation and/or school payments available for completion. Click here to proceed

**Payments**  
There may be payments awaiting your action. Click here for more information

**Newsletter**  
Please find attached our March Newsletter  
Mar 2nd by Liz Larson

**School Jumper Orders**  
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'.

**Attendance Note Editor**

**Note Details**

Person: Euan ABERCROMBIE

Reason: [Enter a 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).

Start: 24/06/2020 08:00 AM [Select a period...]

Finish: 24/06/2020 05:00 PM [Select a period...]

**Potentially Affected Sessions**

Activity	Start	Finish
SPO10B (Sport)	24/06/2020 09:51 AM	24/06/2020 10:48 AM
BBO10B (Biology)	24/06/2020 11:12 AM	24/06/2020 12:09 PM

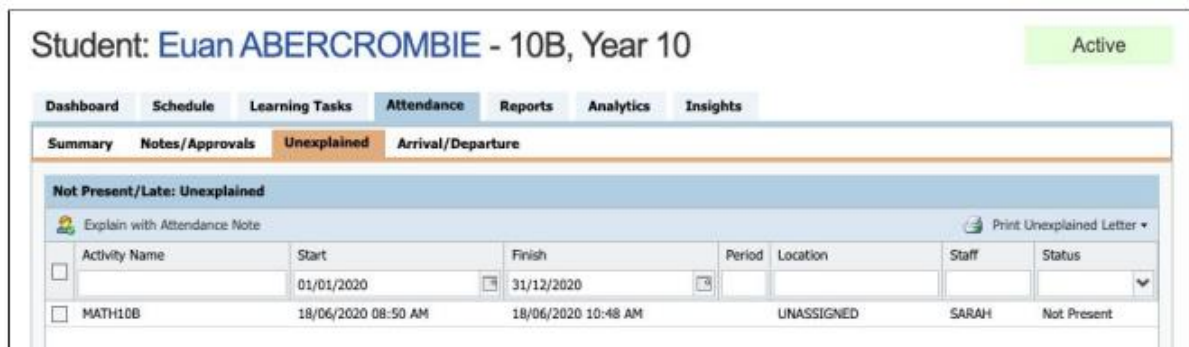
Save Cancel

## 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 home screen.



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.



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Dashboard Schedule Learning Tasks Attendance Reports Analytics Insights

Summary Notes/Approvals Unexplained Arrival/Departure

Not Present/Late: Unexplained

Explain with Attendance Note Print Unexplained Letter

Activity Name	Start	Finish	Period	Location	Staff	Status
MATH1GB	18/06/2020 08:50 AM	18/06/2020 10:48 AM			SARAH	Not Present

Attendance Note Editor

Note Details

Person: Evan ABERCROMBIE

Reason: Enter a 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.

Audit Save Cancel

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.