



COMPASS PARENT BOOKLET QUICK GUIDE - ABSENCES

Table of Contents

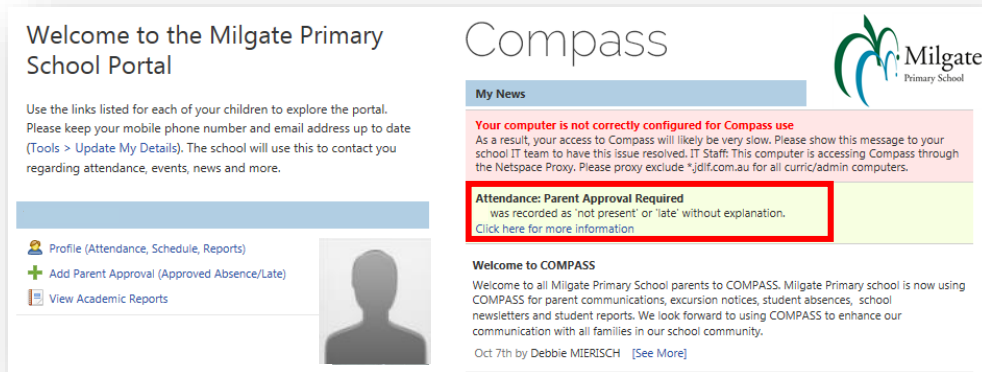
COMPASS PARENT BOOKLET QUICK GUIDE - ABSENCES	1
ABSENCES – DESKTOP INSTRUCTIONS.....	2
APPROVING AN UNEXPLAINED ABSENCE.....	2
ENTERING AN ABSENCE.....	3
ABSENCES - MOBILE DEVICE APP INSTRUCTIONS	4
ENTER AN ABSENCE APP.....	4
APPROVE AN ABSENCE FROM A TEXT MESSAGE APP	5
APPROVE UNEXPLAINED ABSENCES APP.....	5

ABSENCES – DESKTOP INSTRUCTIONS

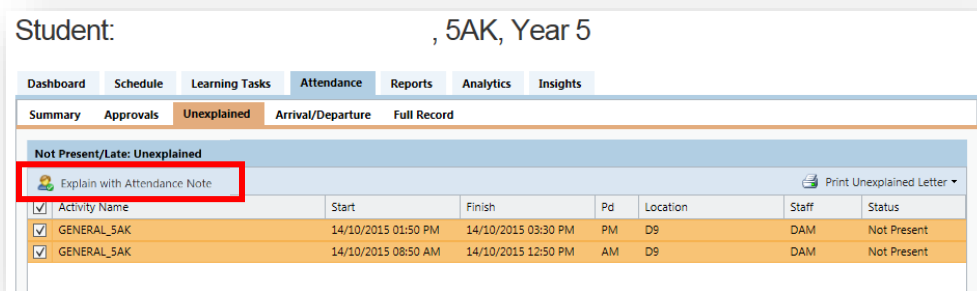
APPROVING AN UNEXPLAINED ABSENCE

If your child has been absent from school and it hasn't been entered into Compass previously then your child will be marked as *absent [not present]* and this will be recorded in Compass as an unexplained absence.

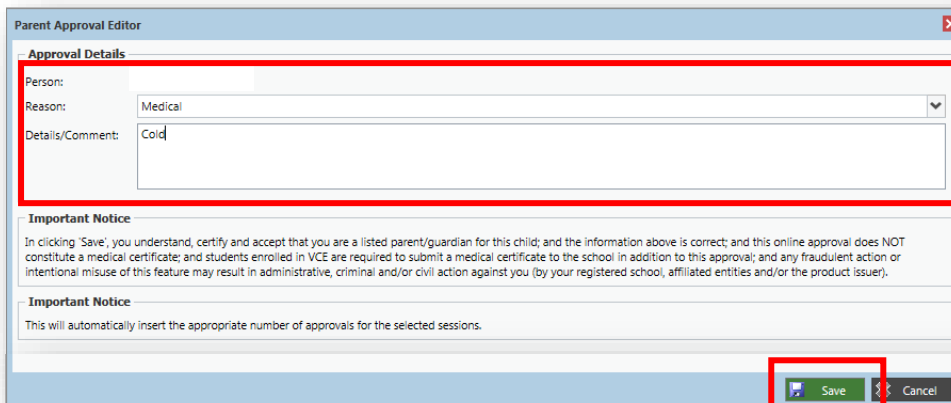
STEP 1: On your homepage you will see an alert for an unexplained absence [see below]. Click on the [link](#).



STEP 2: Tick the appropriate boxes or tick the top tick box to select all. Then click the **Explain with Attendance Note** option.



STEP 3: Select the **Reason** from the drop-down list, type in the **Details/Comment** box, then click **Save**.



ENTERING AN ABSENCE

If your child is absent from school [sick, family holiday, etc] you can enter this directly into Compass instead of writing a note to your child's teacher.

STEP 1: On your homepage click **+ Add Parent Approval** next to the relevant child.

Welcome to the Milgate Primary School 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.

Profile (Attendance, Schedule, Reports)

+ Add Parent Approval (Approved Absence/Late)

View Academic Reports

Compass

My News

Your computer is not correctly configured for Compass use
As a result, your access to Compass will likely be very slow. Please show this message to your school IT team to have this issue resolved. IT Staff: This computer is accessing Compass through the Netspace Proxy. Please proxy exclude *.jdif.com.au for all curric/admin computers.

Attendance: Parent Approval Required
was recorded as 'not present' or 'late' without explanation.
Click here for more information

Welcome to COMPASS
Welcome to all Milgate Primary School parents to COMPASS. Milgate Primary school is now using COMPASS for parent communications, excursion notices, student absences, school newsletters and student reports. We look forward to using COMPASS to enhance our communication with all families in our school community.
Oct 7th by Debbie MIERISCH [See More]

STEP 2: Select the **Reason** from the drop-down list, type in the **Details/Comment** box, select the **Start** and **Finish** dates then click **Save**.

Parent Approval Editor

Approval Details

Person: [Blank]

Reason: Family Holiday

Details/Comment: Going to Queensland

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: 12/10/2015 08:00 AM Select a period...

Finish: 16/10/2015 05:00 PM Select a period...

Potentially Affected Sessions

Activity	Start	Finish
GENERAL_SAK (Gene...	12/10/2015 08:50 AM	12/10/2015 12:50 PM
GENERAL_SAK (Gene...	12/10/2015 01:50 PM	12/10/2015 03:30 PM
GENERAL_SAK (Gene...	13/10/2015 08:50 AM	13/10/2015 12:50 PM
GENERAL_SAK (Gene...	13/10/2015 01:50 PM	13/10/2015 03:30 PM
GENERAL_SAK (Gene...	14/10/2015 08:50 AM	14/10/2015 12:50 PM
GENERAL_SAK (Gene...	14/10/2015 01:50 PM	14/10/2015 03:30 PM
GENERAL_SAK (Gene...	15/10/2015 08:50 AM	15/10/2015 12:50 PM
GENERAL_SAK (Gene...	15/10/2015 01:50 PM	15/10/2015 03:30 PM
GENERAL_SAK (Gene...	16/10/2015 08:50 AM	16/10/2015 12:50 PM
GENERAL_SAK (Gene...	16/10/2015 01:50 PM	16/10/2015 03:30 PM

Save Cancel

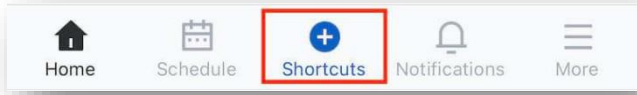
IMPORTANT: You can enter an absence in advance if you know of an upcoming date that your child will be away from school.

If you enter an absence incorrectly or it is no longer required, you must email the school Office with the details to delete/amend the absence.

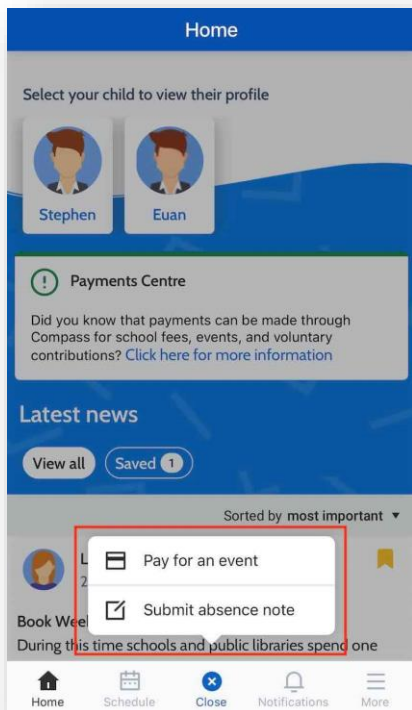
ABSENCES - MOBILE DEVICE APP INSTRUCTIONS

ENTER AN ABSENCE | APP

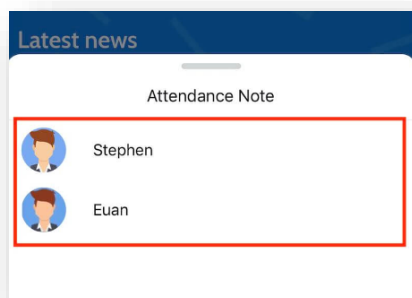
STEP 1 | To enter an absence, use the 'Shortcuts' button at the bottom of the screen.



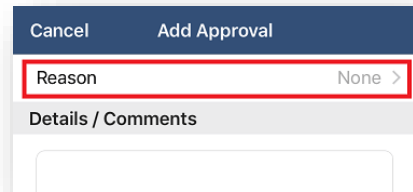
STEP 2 | Use the 'Submit Absence Note' option to enter a new absence



STEP 3 | If you have more than one child, select the child you are entering an absence for

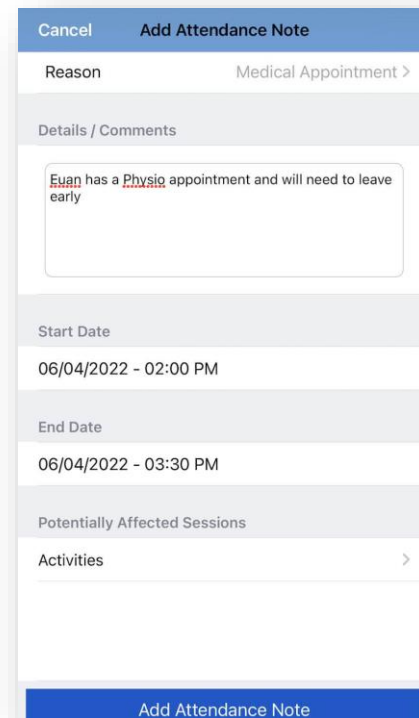


STEP 4 | Choose a reason from the drop down box and enter any relevant comments



STEP 5 | Enter the date of the absence

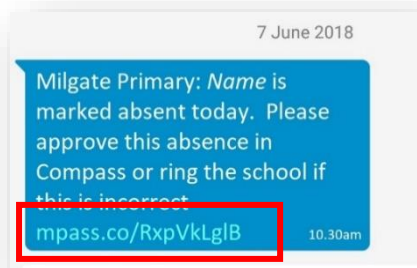
IMPORTANT – For a full day absence, leave the start and end time as 8.00am and 5.00pm.



STEP 6 | Use the 'Add Attendance Note' option to save the absence approval

APPROVE AN ABSENCE FROM A TEXT MESSAGE | APP

STEP 1 | If you receive a text message to say your child is absent, you need to approve the absence. Use the link in your text message.



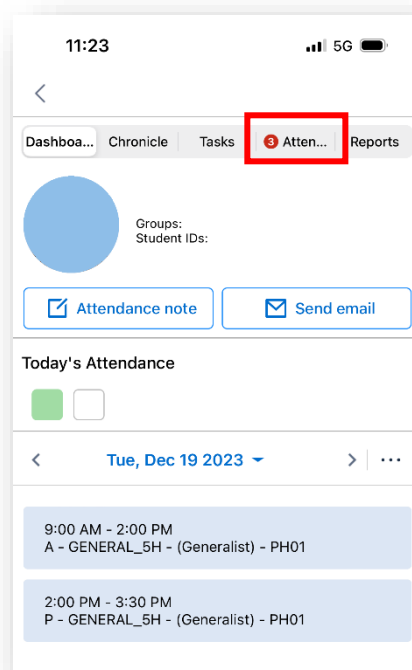
STEP 2 | Choose a reason from the drop down box

IMPORTANT – Leave the start and end time as 8.00am and 5.00pm. If your child will arrive at school later, the office staff will adjust the arrival time for you.

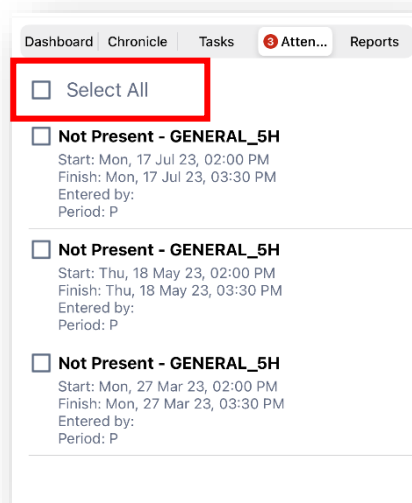
STEP 3 | Touch 'Add Attendance Note' to save the approval

APPROVE UNEXPLAINED ABSENCES | APP

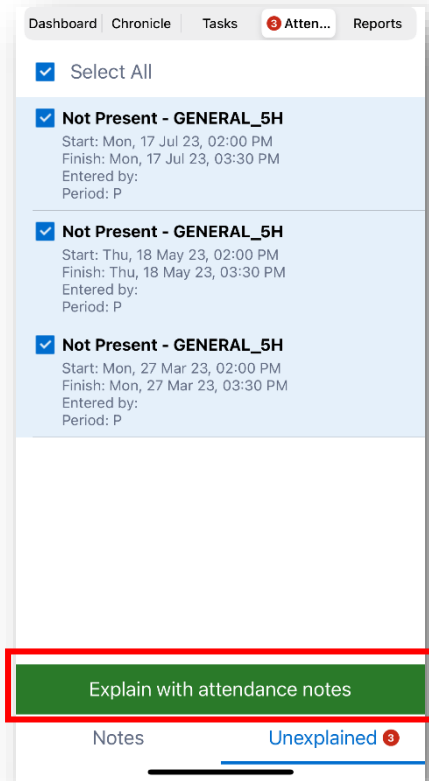
STEP 1 | If you have multiple absences to approve, select your child's name/profile picture and the *Atten* (Attendance) Tab.



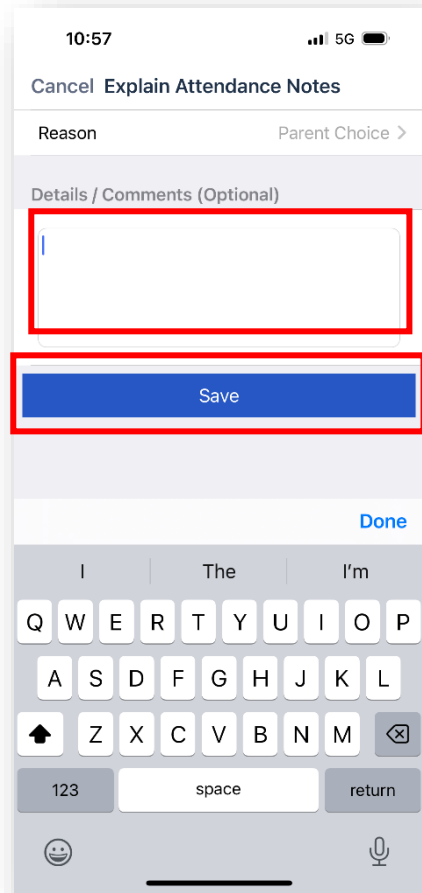
STEP 2 | Select all the unexplained absences by ticking the box next to *Select All* (select all the medical absences together, then the Parent Choice absences together)



STEP 3 | Select the *Explain with attendance notes* button at the bottom of the screen.



STEP 5 | Enter a reason into the details box and select *Save* once you have finished.



STEP 4 | Select the *Reason* drop down box and select a reason from the list

