

Quick Reference Guide - Adding a Medical Certificate to a Compass note

As you now know adding an absence note to Compass is quite simple and is preferred to you writing and sending an absence note with your student. Now you can add your Medical certificates to the note so that all records are kept electronically and easily accessible by all who may need it.

Medical Certificates are compulsory for all medical absences for Year 11 and 12 students regardless of the length of time of the absence. For Years 7 -10 Medical Certificates are required for extended absences, but they are encouraged for all medical absences. It is useful to get in the habit of asking for one for all medical absences regardless of Year level.

It is now preferred that medical certificates are uploaded to the absence note on Compass and not handed to a teacher or Student Manager. If a paper copy of a certificate is brought into School it needs to go the General Office to be scanned and uploaded. The original will then be returned to the student.

Please follow these instructions.

Obtaining a digital copy of your Medical Certificate

If your medical certificate is issued electronically via email, download it to your device:

Or

Scan the medical certificate;

Or

Take a digital photo of the certificate. Please ensure the digital photo is clear and readable.

Uploading the Medical Certificate to Compass

Log into Compass on the device you have the digital copy of the Medical certificate. If you are using a smart phone click on the *three horizontal lines* at the top right hand corner and select *Open in Browser*.

Go into your student's profile (Attendance, Schedule, Reports)

Select the Attendance tab

Select the Notes Tab

Add a Note

Start	Finish	Reason	Entered By	V	Entered
01/01/2021	31/12/2021				
01/04/21 10:00 ...	01/04/21 11:30 ...	Medical...	(Parent) Ms ...	-	31/03/21
30/03/21 09:45 ...	30/03/21 12:30 ...	Medical...	(Parent) Ms ...	-	28/03/21
24/03/21 07:45 ...	24/03/21 05:00 ...	Medical...	(Parent) Ms ...	-	24/03/21
23/03/21 10:30 ...	23/03/21 05:00 ...	Medical...	(Parent) Ms ...	-	23/03/21
23/03/21 08:45 ...	23/03/21 10:30 ...	Medical...	(Parent) Ms ...	-	21/03/21
02/03/21 03:00 ...	02/03/21 04:15 ...	Medical...	(Parent) Ms ...	-	01/03/21
22/02/21 10:30 ...	22/02/21 12:30 ...	Medical...	(Parent) Ms ...	-	17/02/21

Start	Finish	Name	Location
01/01/2021	31/12/2021		
17/02/21 08:45 AM - 17/02/2...		Remote Learning	Off site
16/02/21 08:45 AM - 16/02/2...		Remote Learning	Off site
15/02/21 08:45 AM - 15/02/2...		Remote Learning	Off Site Learning
31/03/21 07:45 AM - 31/03/2...		Student Progress Confer...	UNASSIGNED

Add your absence note as normal

Attendance Note Editor

Note Details

Person:

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: 26/04/2021 07:45 AM

Finish: 26/04/2021 05:00 PM

Potentially Affected Sessions

Activity	Start	Finish
PE8H2 (8 Physical Edu...	26/04/2021 08:45 AM	26/04/2021 10:00 AM
MA8H2 (8 Mathematics)	26/04/2021 10:00 AM	26/04/2021 11:15 AM
SC8H2 (8 Science)	26/04/2021 11:45 AM	26/04/2021 01:00 PM
EN8H2 (8 English)	26/04/2021 01:55 PM	26/04/2021 03:10 PM

Add Attachments

Filename

This attendance note has no attachments.
Drag files here to upload.

Add your attachment

Browse your device for the correct file. Select it from your browser and it will insert in the Select Files box

Upload File

Select File:

Press Save

Now you will see an attachment to this absence note

Attendance Note Editor

Note Details

Person: Maxwell MATHEWS

Entered By: (Parent) Ms Dianne BARNETT

Reason: Medical/Illness

Details/Comment: bad chest cough, still feeling sick.

Start: 21/04/2021 07:45 AM

Finish: 23/04/2021 05:00 PM

Potentially Affected Sessions

Activity	Start	Finish
VET Swinburne Carpen...	21/04/2021 08:00 AM	21/04/2021 04:00 PM
10SSD01 (10 Skill and ...	21/04/2021 08:45 AM	21/04/2021 10:00 AM
10DTW01 (10 Design ...	21/04/2021 10:00 AM	21/04/2021 11:15 AM
10GMA101 (10 Genera...	21/04/2021 11:45 AM	21/04/2021 01:00 PM

Add Attachments

Filename

22042021115833-0001.pdf

This will allow you and the necessary teacher(s) to download the medical certificate as required and keeps a permanent digital record.