

Quick Reference Guide - Completing an Absence on Compass

Completing an absence note on Compass is quite simple and is preferred to you writing and sending an absence note with your student. You need to complete an absence for your student whenever s/he is :

- absent for one or more days
- arriving late to school
- leaving school early
- leaving during the day and later returning to school

Log into Compass. If you are using a smart phone click on the *three horizontal lines* at the top right hand corner and select *Open in Browser*. This will mean you are using the entire suite of Compass software instead of an abridged version.

You will see a screen similar to this, containing your student(s) details.

Welcome to the Vermont Secondary 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.

Your Child's Name Here

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

Compass

My News

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

VSC Community bulletin – Friday 22 January 2021
Dear VSC Community!

Today we welcomed back all of our Education Support staff; they spent the day busily preparing for the return of teaching staff next Wednesday, and our students on Thursday.

- VSC Student Dress Code - 2021
- VSC Student Mobile Phone policy - 2021
- CSEF_application_form
- VSC CANTEEN MENU TERM 1 2021

2 days ago by Harry RUFF [See More]

Select your student's *Profile*.

Student: **Your Student details here**

Active

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

Student: **Your Student details here** Active

Student: [Profile Icon]

Detail:
Group
Studer
Email:
Today's Attendance:
Contact Add Tools

Monday, 25 January 2021

Ram

Student Chronicle

Add Chronicle Entry Tools Date Filter: This Year

Chronicle Summary	2021	Total
Wellbeing	0	1
Compass Sickbay	0	1
Attendance Notifications	0	4

Attendance Notifications
Attendance Notification - Student Not Present in one or more classes. (Ir...
Attendance Notification - Student Not Present in one or more classes. (Ir...

Displaying entries made between 1/1/2021 and 31/12/2021 for: All Categories

No Chronicle Entries to display

Select the *Attendance* Tab

Dashboard Schedule Learning Tasks Attendance Reports

Summary Notes Unexplained Arrival/Departure Full Record

Attendance Notes

+ Add Attendance Note

Start	Finish	Reason	Entered By	V	Entered
01/01/2021	31/12/2021				
08/03/21 08:00 ...	21/02/21 05:00 ...	PChoice...	(Staff) Melin...	-	17/12/20

1. Select *Notes* Tab. You can see any previous notes that have been entered here.
2. Select *+Add Attendance Note*.

Attendance Note Editor

Note Details

Person:

Reason:

Details/Comment:

Potentially Affected Sessions

Activity	Start	Finish
There are no activities for this user during the specified time.		

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:

Finish:

Select the *down arrow* to choose from the list of reasons the student is absent

Please put any additional information here that you think the school will find useful. Eg Isolating, waiting on COVID test results. or Sprained her ankle and cannot walk at the moment

If the student is away for the day simply select *Save*. If the absence is for multiply days, arriving late or leaving early, indicate the *Start and Finish* times appropriately. When completed select the green *Save* button

Enter a reason...

- Medical/Illness**
Student is not at school for medical reasons.
- Bereavement**
Includes funeral, death in the family, absence due to a death.
- Truancy**
Parent knows about absence, but doesn't approve, or parent doesn't know about absence.
- Parent Choice**
Parent explained, with a reason that is not health/religious/cultural/holiday related. Includes: special circumstances, unavoidable cause, unforeseen circumstances, family member ill.
- Family Holiday**
Student is away on a family holiday.
- Religious/Cultural Observance**
Student is kept away from school for a religious or cultural reason.