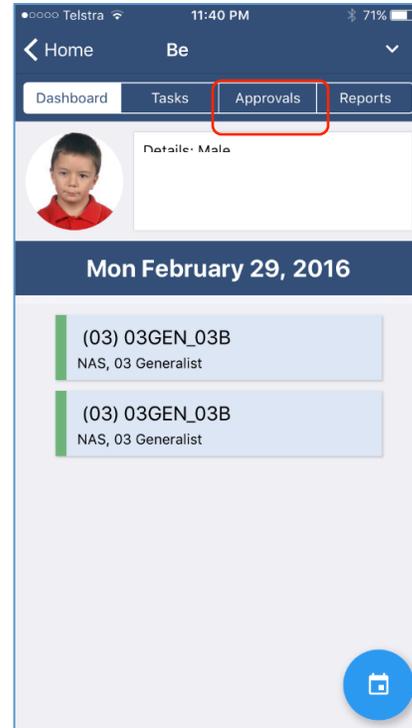
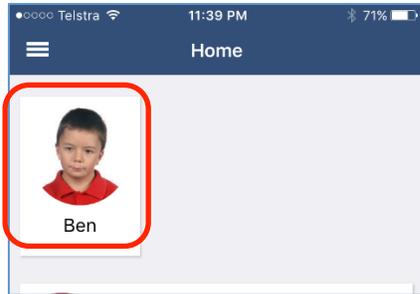


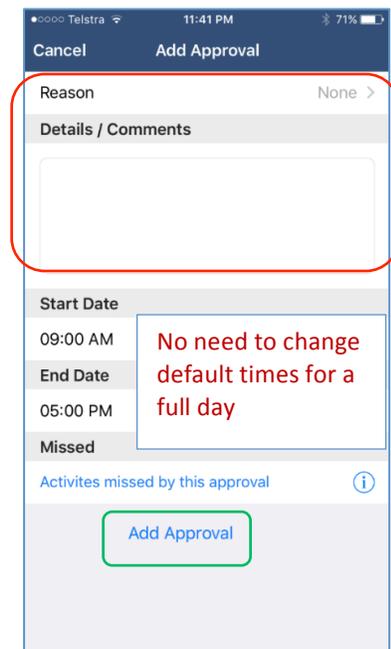
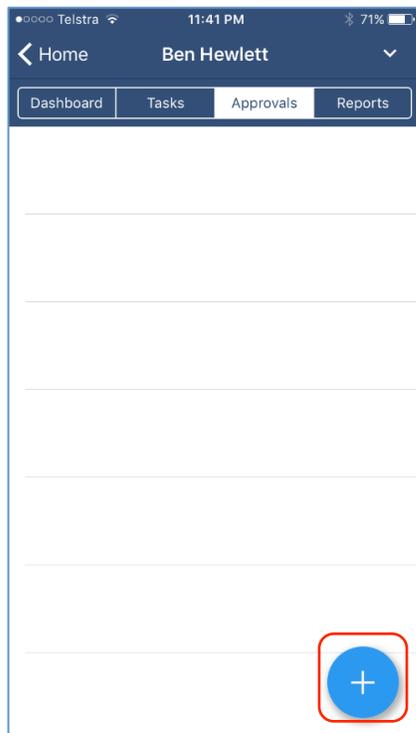
# Compass Tips

## Reporting Absences via the Compass App

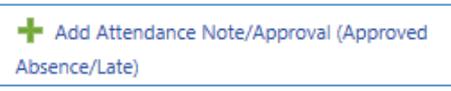
1. From the **Home** screen, tap on the child you wish to enter an absence for (*shown in red below*).
2. Tap on **Approvals** (*shown in red below*) – if there is no 'Approvals' button, swipe left twice to reveal the screen at step 3!

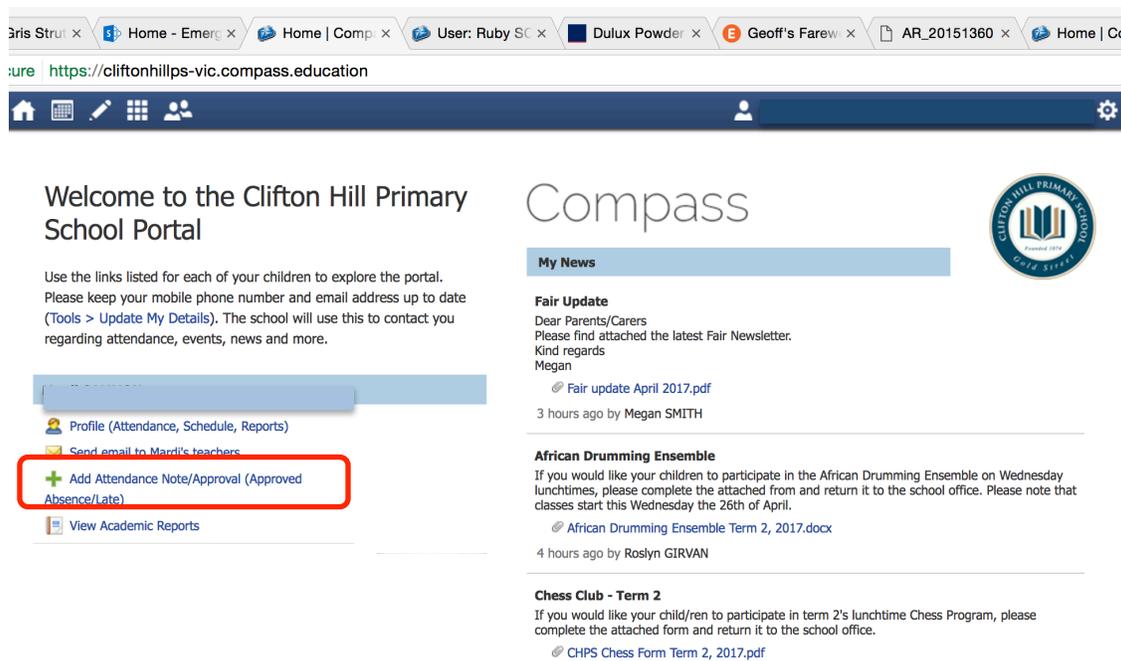


3. Tap on the **+** button (*shown in red below*).
4. Select the reason for the absence, enter details as appropriate (*shown in red below*), then tap on **Add Approval** (*shown in green below*).



# Reporting Absences via a Browser (desktop or mobile device)

1. From the **Home** screen, click on  for the appropriate child (*shown in red below*).



Welcome to the Clifton Hill 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)
- Send email to Mard's teachers
- + Add Attendance Note/Approval (Approved Absence/Late)**
- View Academic Reports

### Compass

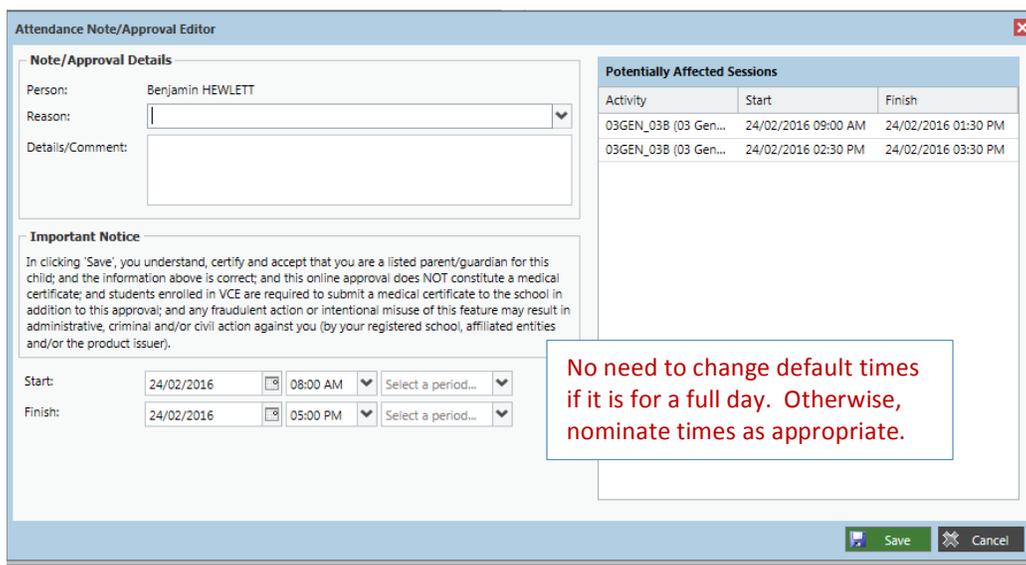
#### My News

**Fair Update**  
Dear Parents/Carers  
Please find attached the latest Fair Newsletter.  
Kind regards  
Megan  
Fair update April 2017.pdf  
3 hours ago by Megan SMITH

**African Drumming Ensemble**  
If you would like your children to participate in the African Drumming Ensemble on Wednesday lunchtimes, please complete the attached form and return it to the school office. Please note that classes start this Wednesday the 26th of April.  
African Drumming Ensemble Term 2, 2017.docx  
4 hours ago by Roslyn GIRVAN

**Chess Club - Term 2**  
If you would like your child/ren to participate in term 2's lunchtime Chess Program, please complete the attached form and return it to the school office.  
CHPS Chess Form Term 2, 2017.pdf

2. The following screen will appear. Select the reason for the absence from the drop-down menu, enter details as appropriate and click on the **Save** button.



**Attendance Note/Approval Editor**

**Note/Approval Details**

Person: Benjamin HEWLETT

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: 24/02/2016 08:00 AM Select a period...

Finish: 24/02/2016 05:00 PM Select a period...

Activity	Start	Finish
03GEN_03B (03 Gen...	24/02/2016 09:00 AM	24/02/2016 01:30 PM
03GEN_03B (03 Gen...	24/02/2016 02:30 PM	24/02/2016 03:30 PM

No need to change default times if it is for a full day. Otherwise, nominate times as appropriate.

Save Cancel

**Support:** Please email: [king.karen.ee@edumail.vic.gov.au](mailto:king.karen.ee@edumail.vic.gov.au) if you require assistance with Compass.