Compass   **HOW TO REPORT AN ABSENCE**   RIPPONLEA PRIMARY
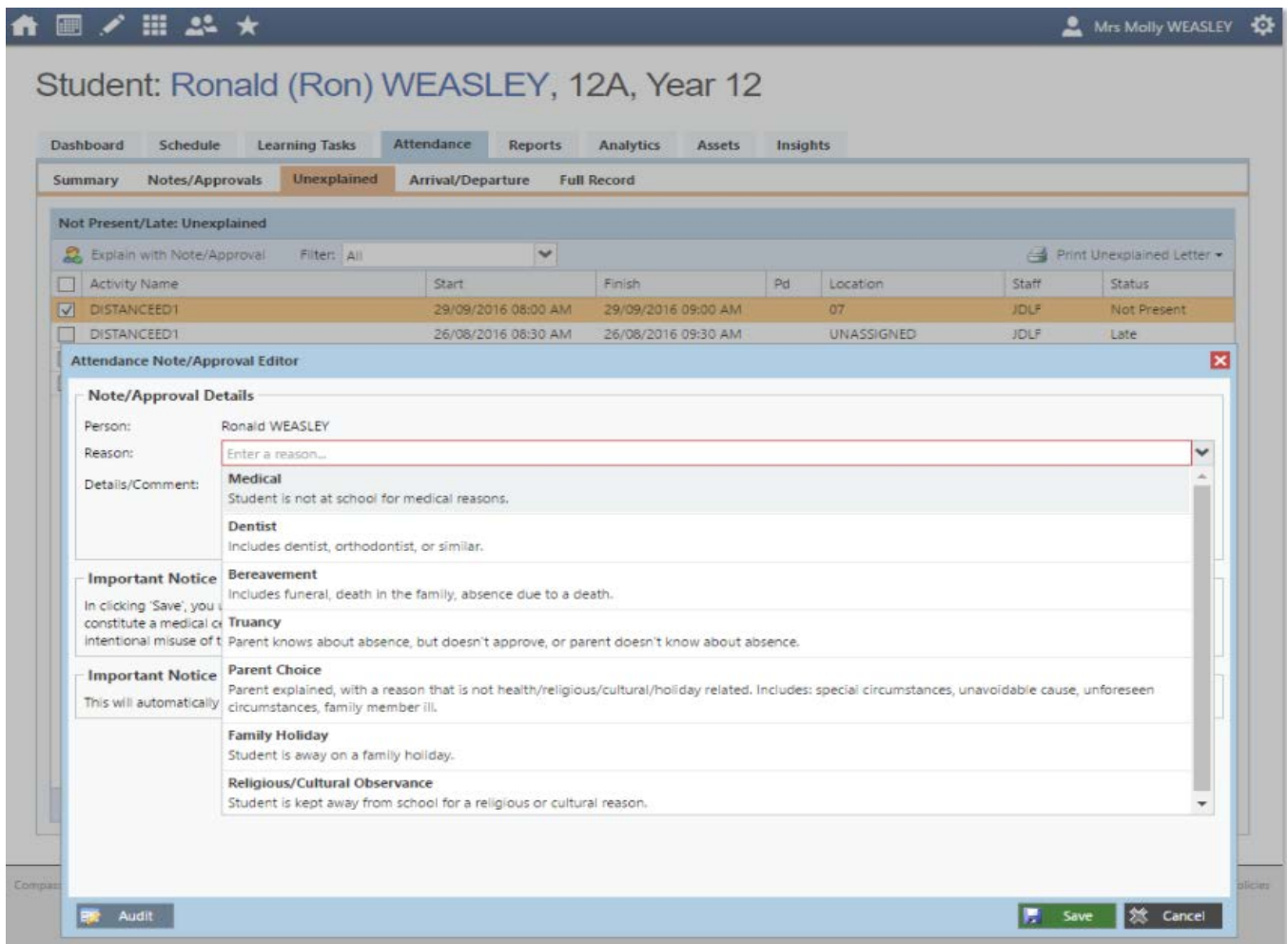
1/ Log in to the Compass Parent Portal on https://ripponleaps-vic.compass.education

2/ Once you're successfully logged in, your Home Page will appear. Click on the **'Add Attendance Note/Approval'** listed underneath the name of the relevant child.

3/ A pop-up window **'the Attendance Note Editor'** will open. Follow these steps:

- select the **reason** for the absence from the drop-down menu

- enter **details** as appropriate in the details/comments box

- select the correct **date**(s)

- click the **'Save'** button

How do I report a future absence?

Follow the exact same steps as above, but in **'the Attendance Note Editor'** select future dates in the Start and Finish boxes.

What do I do when I receive an Attendance alert?

If your child has any unapproved absences or late arrivals, you will receive an alert on your Compass home page letting you know this, and allowing you to add a Note or Approval.

> **Attendance: Attendance Note/Approval Required**
> Ron was recorded as 'not present' or 'late' without explanation.
> Click here for more information

Clicking on this notification will take you to **the Unexplained tab** for that child's attendance, where you can choose to add a Note or Approval for one or more absences.

To add a note or approval ➡ *select one or more of the absences listed*

⬇

then click the 'Explain with Note/Approval' button

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1. *select the reason for the absence from the drop-down menu*
2. *enter details as appropriate in the details/comments box*
3. *select the correct date(s)*
4. *click the 'Save' button*

What does the term 'Unexplained Absence' mean?

This is Compass/DET terminology and simply means that your child has been marked 'Not Present' and that this has not been explained by another school activity or 'Parent Approval'.

If you receive an alert regarding an 'unexplained absence', click on the alert, select the 'unexplained absence' you wish to approve and then click on the 'Explain with Note/Approval' button to enter the reason for the absence.

Please note that alerts only appear in the BROWSER version of Compass.

Can I reverse an approval for an absence once it has been entered?

Parents cannot edit or delete approvals once they have been entered into Compass – please contact the School Office on 9527 5728 or ripponlea.ps@edumail.vic.gov.au if an approval needs amending.