

## **COMPASS** PARENT GUIDE

## **Approving Student Absences**

## **Unexplained Not Present/Late**

When a parent logs in to Compass you will see a list of your children on the left hand side of the screen.

If a student has any **<u>unexplained absences</u>** that <u>require approving</u> an alert will appear in the top right hand corner of the Compass homepage.

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

By clicking on this alert you will see a list of all of the instances where the student has been **marked** <u>late</u> <u>or not present</u> that has not been covered by any form of approval.

Parents can select the approvals that they want to approve and then click the '+ Parent Approval' button at the top of the grid.

Dashboard	Schedule	Attendance	Reports						
Summary	Approvals	Unapproved	Arrive/Depart	Full Record					
Unapprov	ed Absences								
🙎 Parer	t Approve							🔒 Print	Unapproved Letter 👻
Activi	ty Name			Start	Finish	Pd	Location	Staff	Status
9ENH				22/07 - 01:21 PM	22/07 - 02:17 PM	4	G1	КО	Not Present
9MAH	l .			22/07 - 11:34 AM	22/07 - 12:30 PM	3	G1	GG	Not Present
J 9TUTH	ł			22/07 - 11:19 AM	22/07 - 11:33 AM	С	G5	ABR	Not Present
9DEB	A1			22/07 - 09:00 AM	22/07 - 09:56 AM	1	G2	MR	Not Present
9MAH				15/07 - 02:18 PM	15/07 - 03:14 PM	5	G1	GG	Not Present

Parents have access to a modified pop up window which information can be entered. This will add a **Parent Approval** into the system.

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Approval Details -		
A Person:	John ABBOTT	
Reason:	Parent Choice	~
U Details/Comment: R		
Important Notice – E In clicking 'Save', ye online approval do addition to this app against you (by you	ou understand, certify and accept that you are a listed parent/guardian for this child; and the information above is correct; and the s NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school in oroval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action r registered school, affiliated entities and/or the product issuer).	iis
Important Notice - This will automatica	Ily insert the appropriate number of approvals for the selected sessions.	
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-		
53	🗾 Save 🗱 Cance	:

Parents **cannot edit or delete approvals** once an approval has been entered into Compass. Parents will need to contact the <u>Sub School Office Assistants</u> if an approval needs amending.

## Adding a Parent Approval

Parents can also add approvals <u>ahead of time</u> using the <u>Action Button</u> next to your child's name from the Compass homepage. This allows parents to add an approval and select the date range for the approval.

Joh Stud Inclu repo	n ABBOTT (ABB0040), 09H dent Profile udes the student's schedule, attendance, and orts if available.	2
<del>~</del> /	Actions for John	
<b></b>	Send email to John's teachers	
_+	Add Parent Approval (Approved Absence/Late)	
low 🦂	Book Parent Teacher Interviews	

Clicking on the '+ Parent Approval' will open the 'Parent Approval Editor' screen. Parents can select a category, add notes and also select a date range for the approval.

Person:   John ABBOTT     Reason:   Parent Choice     Details/Comment:   Important Notice     Important Notice   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).	Person: Reason: Details/Comment:	John ABBOTT Parent Choice				~	Activity 9FBDB1	Start 22/04 - 09:00 AM	Finish 22/04 - 09:56 AM
Reason:   Parent Choice   PHINSI     Details/Comment:   Important Notice   PFBDB1   22/04 - 09:00 AM   22/04 - 09:     Important Notice   Important Notice   PHUF   22/04 - 11:19 AM   22/04 - 11:19 AM   22/04 - 11:19 AM     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).   9HUF   22/04 - 02:18 PM   22/04 - 03:	Reason: Details/Comment:	Parent Choice				*	9FBDB1	22/04 - 09:00 AM	22/04 - 09:56 AM
Details/Comment:   9FBDB1   22/04 - 09:57 AM   22/04 - 10:     Important Notice   9TUTF   22/04 - 11:19 AM   22/04 - 11:     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).   9HUF   22/04 - 02:18 PM   22/04 - 03:	Details/Comment:	1				_	510001	22/04 - 05:00 AM	22/04 - 05/50 AM
Important Notice   9TUTF   22/04 - 11:19 AM   22/04 - 11:19 AM   22/04 - 11:19 AM   22/04 - 11:19 AM   22/04 - 01:21 PM   22/04 - 02:18 PM   22/04 - 02:18 PM   22/04 - 02:18 PM   22/04 - 03:18 PM   22/04 - 03							9EBDB1	22/04 - 09:57 AM	22/04 - 10:53 AM
Important Notice   9MAF   22/04 - 11:34 AM   22/04 - 12:     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).   9MAF   22/04 - 01:21 PM   22/04 - 02:							9TUTF	22/04 - 11:19 AM	22/04 - 11:33 AM
Important Notice   9HUF   22/04 - 01:21 PM   22/04 - 02:     In clicking 'Save', you understand, certify and accept that you are a listed   9HUF   22/04 - 02:18 PM   22/04 - 03:     9HUF   22/04 - 02:18 PM   22/04 - 03:   9HUF   22/04 - 02:18 PM   22/04 - 03:     9HUF   22/04 - 02:18 PM   22/04 - 03:   9HUF   22/04 - 02:18 PM   22/04 - 03:     9HUF   22/04 - 02:18 PM   22/04 - 03:   9HUF   22/04 - 03:   9HUF   22/04 - 03:						_	9MAF	22/04 - 11:34 AM	22/04 - 12:30 PM
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Start: 22/04/2014 🖾 08:00 AM 💙 Select a period 💙	start:	22/04/2014	08:00 AM	<b>♥</b> Se	elect a period	*			
	Finish:	22/04/2014							
22/04/2014		22/04/2014	05:00 PM	▼ 20	elect a period	*			