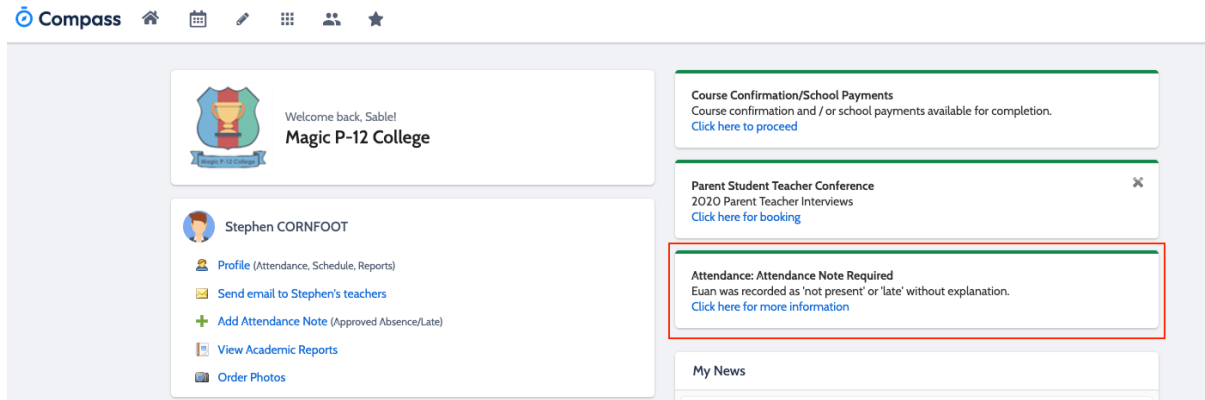


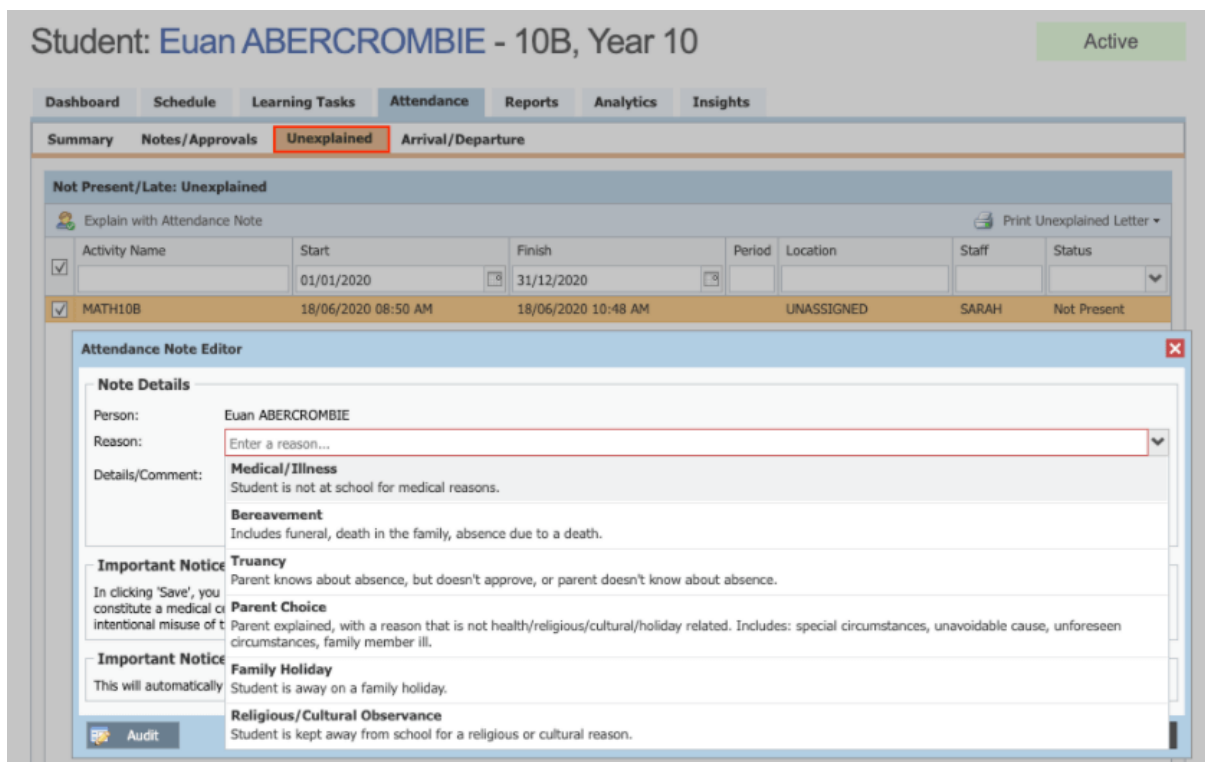
Adding a Note or Approval - Parents

Parents can approve their children's unapproved absences or late arrivals. Parents will receive an alert on the Compass home page letting parents know that your child/children was marked late or absent and there is no note/approval on the system for it.



Clicking on this notification will allow parents to add a Note or Approval for one or more absences.

To add a note or approval, parents can select one or more of the absences listed, add in further details and then select the "Explain with Note/Approval" button.

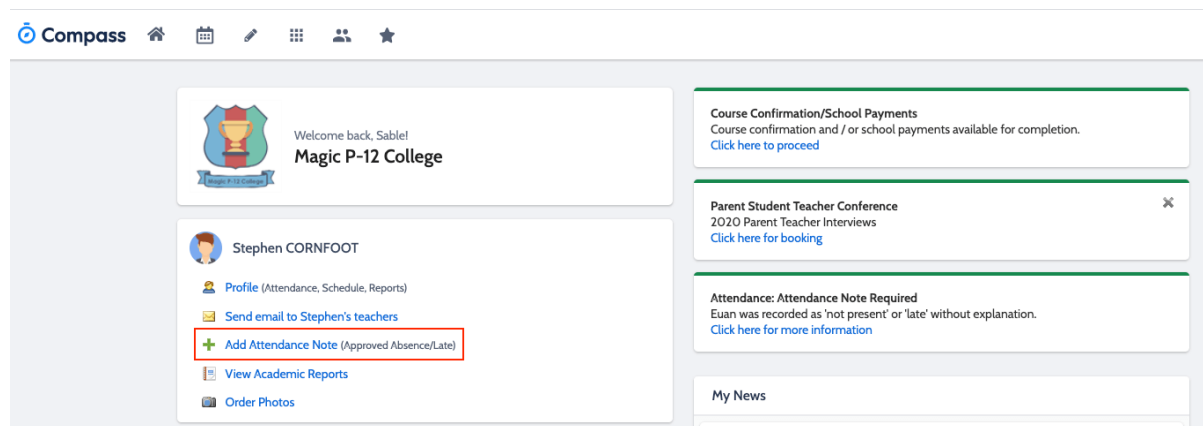


Please note that parents cannot edit their notes or approvals once saved, and will need to contact the school if changes need to be made.

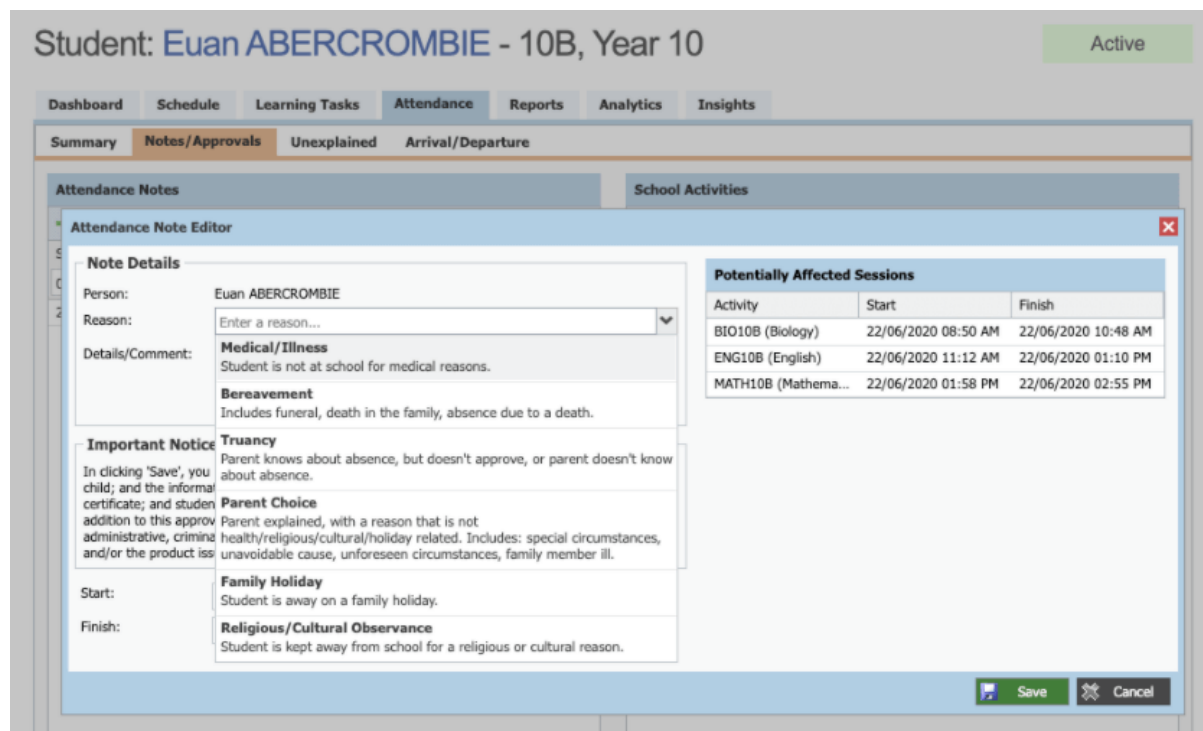
Adding a Note/Approval for a future absence

Parents can also enter notes and approvals in advance, if parents know their child is going to be absent from school.

To do this from the Home page, click on the 'Add Attendance Note/Approval' link listed underneath the name of the student.



This will take you to the Attendance screen, with a pop-up window to enter details of the note or approval. Parents can then select the applicable date range - in the future if required.



If your school has a maximum threshold for the number of days a note can encompass and a parent adds a note that exceeds the maximum, parents will see a warning and not be able to save the note. Please contact the school for support.

Example:

Student: **Euan ABERCROMBIE** - 10B, Year 10 Active

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

Attendance Note Editor

Note Details

Person: Euan ABERCROMBIE

Reason: Family Holiday

Details/Comment: Visiting family interstate

Important Notice

This note will need to be reviewed by a staff member at your registered school before the reason you have selected will be accepted. 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 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: 26/11/2020 09:00 AM Select a period...

Finish: 10/12/2020 03:30 PM Select a period...

As this Attendance Note is more than 5 teaching days in length, you will need to submit separate documentation to the school via delivery@compass.edu.au. [Click here](#) to download this form

Potentially Affected Sessions

Activity	Start	Finish
MATH10B (Mathem...	26/11/2020 08:50 ...	26/11/2020 10:48 ...
BIO10B (Biology)	26/11/2020 01:58 ...	26/11/2020 02:55 ...
ENG10B (English)	27/11/2020 08:50 ...	27/11/2020 10:48 ...
Bounce Inc. Year3	27/11/2020 09:00 ...	27/11/2020 03:30 ...
SPO10B (Sport)	27/11/2020 11:12 ...	27/11/2020 01:10 ...
BIO10B (Biology)	30/11/2020 08:50 ...	30/11/2020 10:48 ...
ENG10B (English)	30/11/2020 11:12 ...	30/11/2020 01:10 ...
MATH10B (Mathem...	30/11/2020 01:58 ...	30/11/2020 02:55 ...
ENG10B (English)	01/12/2020 08:50 ...	01/12/2020 09:47 ...
SPO10B (Sport)	01/12/2020 09:51 ...	01/12/2020 10:48 ...
MATH10B (Mathem...	01/12/2020 11:12 ...	01/12/2020 01:10 ...
SPO10B (Sport)	01/12/2020 01:58 ...	01/12/2020 02:55 ...
SPO10B (Sport)	02/12/2020 09:51 ...	02/12/2020 10:48 ...
BIO10B (Biology)	02/12/2020 11:12 ...	02/12/2020 12:09 ...
MATH10B (Mathem...	03/12/2020 08:50 ...	03/12/2020 10:48 ...
BIO10B (Biology)	03/12/2020 01:58 ...	03/12/2020 02:55 ...
ENG10B (English)	04/12/2020 08:50 ...	04/12/2020 10:48 ...

Save Cancel