

COMPASS PARENT GUIDE FOR STUDENT ABSENCES

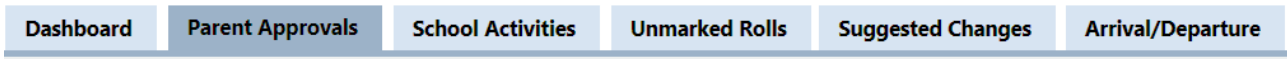
Click on the **Grid** to open up the **Student** drop down menu



click on **Attendance**



Click onto **Parent Tab**



Go to - **Add Parent Approval** (on right hand side) & type first name

Arrival

Enter a student name...

Departure

Enter a student name...

Add Parent Approval

Enter a student name...

Please Note:

Late Arrival and **Early Departures** will automatically register into the class Attendance Rolls through the Compass Kiosk in the school foyer.

Please ensure you use this Kiosk first before going to class in order to present the 'pass' from the Kiosk to the classroom teacher.

Click on the relevant Student's name

Parent Approval Editor Screen populates:

Parent Approval Editor

Approval Details

Person:

Reason:

Details/Comment:

Options: Department Approved/VCE Compliant

Start: 27/07/2015 08:00 AM

Finish: 27/07/2015 05:00 PM

Affected Sessions

Activity	Start	Finish
GENERAL_6M (Gener...	27/07/2015 09:00 AM	27/07/2015 01:30 PM
GENERAL_6M (Gener...	27/07/2015 02:30 PM	27/07/2015 03:30 PM

Continued page 2.....

Go to the **Reason** cell's drop down arrow

Choose the relevant **Reason Code** - **click** to populate

Important – Please check the **Start Date & Finish Dates** and adjust as required.

If your child is absent for only one day - the **Start Date & Finish Dates** will be the same date.

Click **Save** button at the bottom of the screen

Prior Notification of an Absence:

This is used for -

Illness (200)

Medical Appointment - Doctor, Specialist, Hospital Clinic Appointment (205)

Dentist - includes Dentist, Orthodontist or similar (209)

Parent Choice Unauthorised - Parent explained, but no reason given (806)

Parent Approved Absence - includes special circumstances, unavoidable cause,
unforeseen circumstances, family member ill (807)

Family Holidays (804)

Bereavement (211)

Please use the steps as above for **Student Attendance**

Changing - **Start Date, Finish Date** (same date for both if only one day) &
Time as necessary