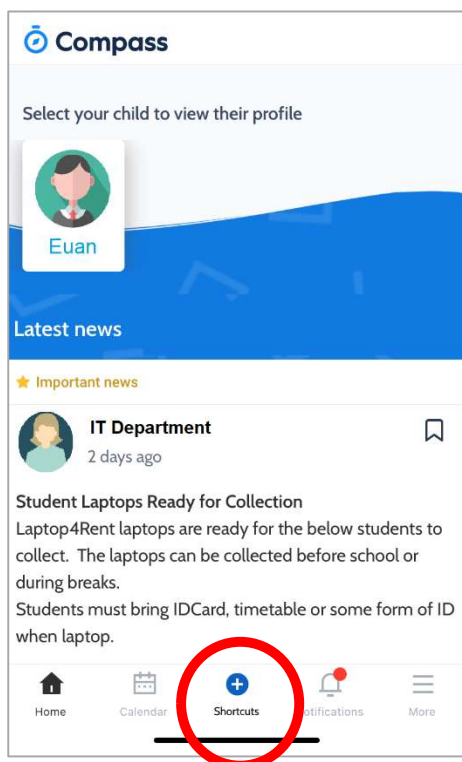


Compass enables parents/carers to promptly provide absences or late arrivals updates to the Student Office team. Notifications will be sent to a parent/carer Compass account alerting them if their child was marked late or absent without prior approval. It's important to note that parents cannot remove unexplained absences that have led to late detentions, as these are administered by the Student Office team. Additionally, if a late arrival is recorded by a parent later in the day, it may not be possible to amend it, as the student may have already served their late detention session. Parents are advised to rectify any unexplained absences within one week in Compass, as the system automatically locks these periods thereafter. This streamlined process ensures transparency and accountability in managing student attendance.

App Version

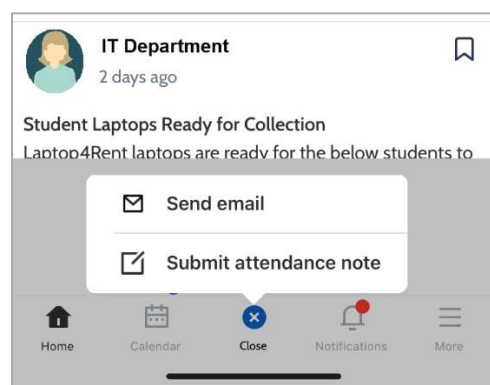
Adding a Full Day Absence and Note

Open your student's Compass profile and press the + **Shortcut** button at the bottom of the screen.



Click on second option:

- Submit attendance note



Option 2: Add an Attendance Note

Choose a Reason:

- Illness/Medical Appointments
- Holiday
- Family Reasons

The image shows a mobile application interface for adding an attendance note. On the left is the main form, and on the right is a dropdown menu for selecting a reason. Red arrows and a red box highlight the interaction points.

Main Form:

- Buttons: Cancel, Add Attendance Note
- Reason: None >
- Details / Comments: [Text input area]
- Start Date: 29/02/2024 - 08:00 AM
- End Date: 29/02/2024 - 05:00 PM
- Attachments: Upload Attachment >
- Potentially Affected Sessions
- Activities >
- Bottom Button: Add Attendance Note

Dropdown Menu:

- <
- Illness / Medical Appointments
- Holiday
- Family Reasons

Add Further Details

- Details/Comments - Add more detail to the reason for the absence.
- Confirm the dates and times – A full day, for example.
- Attachments/Upload Attachment - Upload a doctor's certificate, if required.
- Potentially Affected Sessions – Confirm if there are any special events or exams scheduled during this time that the student will miss.

Cancel Add Attendance Note

Reason Illness/Media Appointment >

Details / Comments

Start Date
29/02/2024 - 08:00 AM

End Date
29/02/2024 - 05:00 PM

Attachments
Upload Attachment >

Potentially Affected Sessions

Activities >

Add Attendance Note

Cancel Add Attendance Note

Reason Illness/Media Appointment >

Details / Comments

Start Date
29/02/2024 - 08:00 AM

End Date
29/02/2024 - 05:00 PM

Attachments
Upload Attachment >

Potentially Affected Sessions

Activities >

Add Attendance Note

Cancel Add Attendance Note

Reason Illness/Media Appointment >

Details / Comments

Start Date
29/02/2024 - 08:00 AM

End Date
29/02/2024 - 05:00 PM

Attachments
Upload Attachment >

Potentially Affected Sessions

Activities >

Add Attendance Note

Cancel Add Attendance Note

Reason Illness/Media Appointment >

Details / Comments

Start Date
29/02/2024 - 08:00 AM

End Date
29/02/2024 - 05:00 PM

Attachments
Upload Attachment >

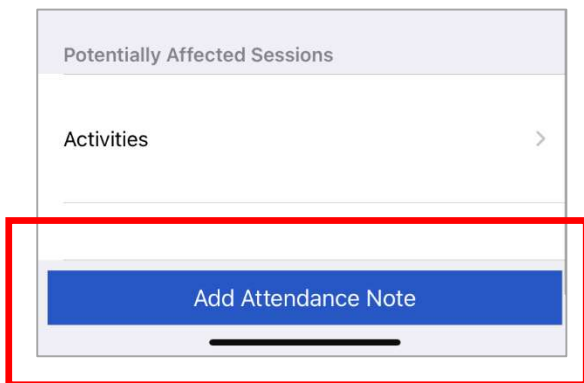
Potentially Affected Sessions

Activities >

Add Attendance Note

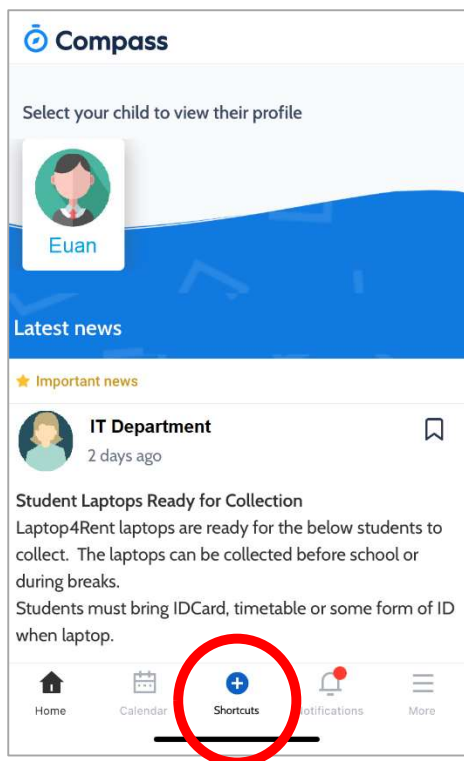
Finalise Attendance Note

Press the “Add Attendance Note” button to send through your Compass update to the Student Office Team.



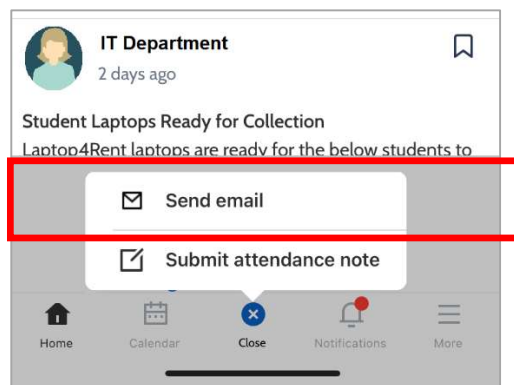
App Version - Email staff within the Compass App This relates to non-attendance matters.

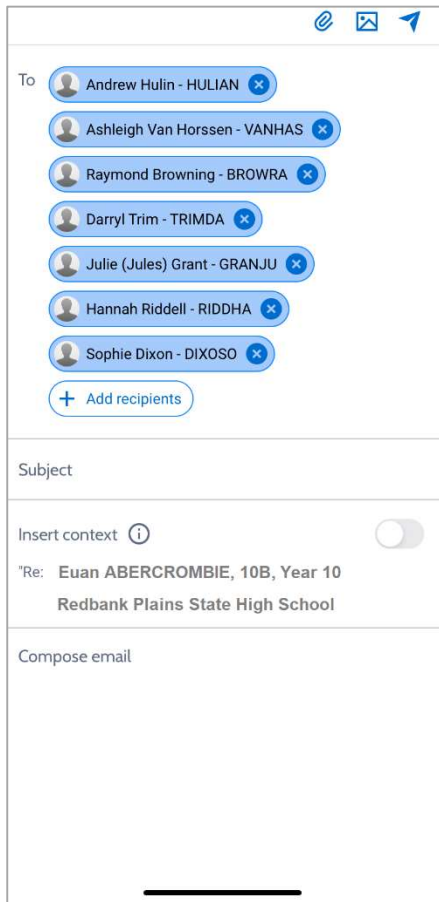
Open your student's Compass profile and press the + **Shortcut** button at the bottom of the screen.



Click on the first option:

- Send email to a teacher





Press the X to the right of the teacher's names to remove those teachers from the email. The remaining teacher/s will receive your email.

Follow these steps:

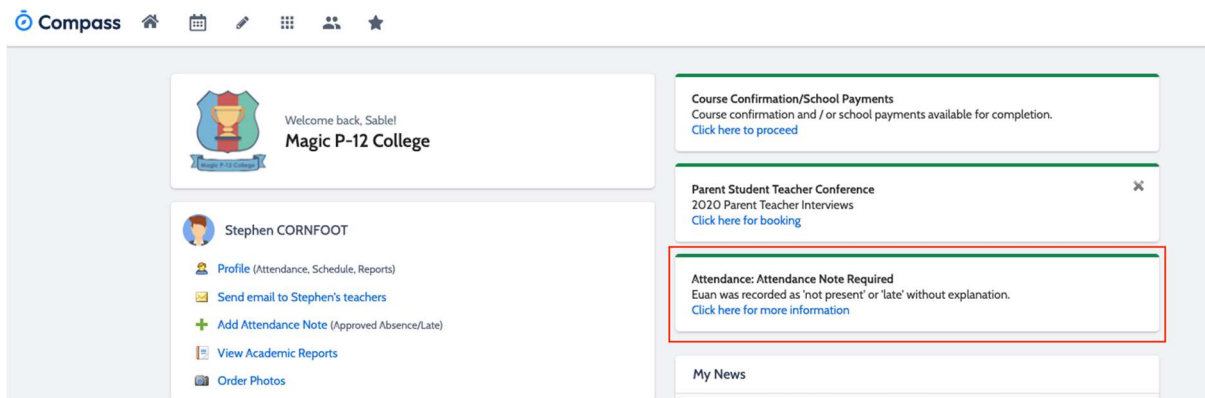
- Subject: Confirm what the email is regarding
- Insert Context: Student's name, class, etc.
- Compose email: Write a short email/note for the teacher.

Then press the bottom button to send the email to the relevant teacher.

Compass Desktop/Web Version

Adding a Note or Approval

To ensure effective management of their children's attendance records, parents can also use the desktop/web versions of Compass.



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

To add a note or approval, parent/carer can select one or more of the absences listed, add in further details and then select the "Explain with Note/Approval" button. Parents have a modified list of the options that the school has when adding a Note/Approval.

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

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

Summary | Notes/Approvals | **Unexplained** | Arrival/Departure

Not Present/Late: Unexplained

Explain with Attendance Note Print Unexplained Letter ▾

Activity Name	Start	Finish	Period	Location	Staff	Status	
MATH10B	18/06/2020 08:50 AM	18/06/2020 10:48 AM			UNASSIGNED	SARAH	Not Present

Attendance Note Editor

Note Details

Person: Euan ABERCROMBIE

Reason:

Details/Comment: **Medical/Illness**
Student is not at school for medical reasons.

Bereavement
Includes funeral, death in the family, absence due to a death.

Important Notice **Truancy**
Parent knows about absence, but doesn't approve, or parent doesn't know about absence.

Important Notice **Parent Choice**
Parent explained, with a reason that is not healthy/religious/cultural/holiday related. Includes: special circumstances, unavoidable cause, unforeseen circumstances, family member ill.

Important Notice **Family Holiday**
Student is away on a family holiday.

Religious/Cultural Observance
Student is kept away from school for a religious or cultural reason.

[Audit](#)


Please note that parents also cannot edit their notes or approvals once they've been 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 they know their child is going to be absent from school.

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

Compass 🏠 📅 ✍️ ☰ 👤 ★

 Welcome back, Sable!
Magic P-12 College

 **Stephen CORNFOOT**

- [Profile \(Attendance, Schedule, Reports\)](#)
- [Send email to Stephen's teachers](#)
- [+ Add Attendance Note \(Approved Absence/Late\)](#)
- [View Academic Reports](#)
- [Order Photos](#)

Course Confirmation/School Payments
Course confirmation and / or school payments available for completion.
[Click here to proceed](#)

Parent Student Teacher Conference
2020 Parent Teacher Interviews
[Click here for booking](#)

Attendance: Attendance Note Required
Euan was recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

My News

This will take them 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.

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

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

Summary **Notes/Approvals** Unexplained Arrival/Departure

Attendance Notes School Activities

Attendance Note Editor ✕

Note Details

Person: Euan ABERCROMBIE

Reason:

Details/Comment: **Medical/Illness**
Student is not at school for medical reasons.

Bereavement
Includes funeral, death in the family, absence due to a death.

Important Notice
In clicking 'Save', you child; and the informal certificate; and student addition to this approval administrative, criminal and/or the product issuer.

Start: **Truancy**
Parent knows about absence, but doesn't approve, or parent doesn't know about absence.

Parent Choice
Parent explained, with a reason that is not health/religious/cultural/holiday related. Includes: special circumstances, unavoidable cause, unforeseen circumstances, family member ill.

Family Holiday
Student is away on a family holiday.

Finish: **Religious/Cultural Observance**
Student is kept away from school for a religious or cultural reason.

Potentially Affected Sessions

Activity	Start	Finish
BIO10B (Biology)	22/06/2020 08:50 AM	22/06/2020 10:48 AM
ENG10B (English)	22/06/2020 11:12 AM	22/06/2020 01:10 PM
MATH10B (Mathema...	22/06/2020 01:58 PM	22/06/2020 02:55 PM

Save Cancel

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, they will see a warning and not be able to save the note. A designated email for your school will display and you can include a linked url for parents to access any required form for completion. Please contact Support to discuss this setting for your school.

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:

Details/Comment:

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:

Finish:

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

If your school has the 'Details/Comment' field set as mandatory, the parent will not be able to save the note if there is not at least 10 characters in that field.

Student: Euan ABERCROMBIE - 10B, Year 10 Active

Dashboard Schedule Learning Tasks Attendance Reports Analytics Insights

Attendance Note Editor

Note Details

Person: Euan ABERCROMBIE

Reason: Medical/Illness

Details/Comment:

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: 13/11/2020 09:00 AM

Finish: 18/11/2020 03:30 PM

As this Attendance Note is more than 3 teaching days, it will be reviewed by the school prior to approval

Potentially Affected Sessions

Activity	Start	Finish
ENG10B (English)	13/11/2020 08:50 AM	13/11/2020 10:48 AM
SPO10B (Sport)	13/11/2020 11:12 AM	13/11/2020 01:10 PM
BIO10B (Biology)	16/11/2020 08:50 AM	16/11/2020 10:48 AM
ENG10B (English)	16/11/2020 11:12 AM	16/11/2020 01:10 PM
MATH10B (Mathema...	16/11/2020 01:58 PM	16/11/2020 02:55 PM
ENG10B (English)	17/11/2020 08:50 AM	17/11/2020 09:47 AM
SPO10B (Sport)	17/11/2020 09:51 AM	17/11/2020 10:48 AM
MATH10B (Mathema...	17/11/2020 11:12 AM	17/11/2020 01:10 PM
SPO10B (Sport)	17/11/2020 01:58 PM	17/11/2020 02:55 PM
SPO10B (Sport)	18/11/2020 09:51 AM	18/11/2020 10:48 AM
BIO10B (Biology)	18/11/2020 11:12 AM	18/11/2020 12:09 PM

Validation error

One or more required fields are empty or in an incorrect format. Please review the fields highlighted in red.

OK

Save Cancel

If your school has a threshold in place to trigger reviews of notes that exceed a certain number of days, parents will see this notification for notes being entered that exceed that set threshold. They will still be able to save the note.

Student: Euan ABERCROMBIE - 10B, Year 10 Active

Dashboard Schedule Learning Tasks Attendance Reports Analytics Insights

Attendance Note Editor

Note Details

Person: Euan ABERCROMBIE

Reason: Medical/Illness

Details/Comment:

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: 13/11/2020 09:00 AM

Finish: 18/11/2020 03:30 PM

As this Attendance Note is more than 3 teaching days, it will be reviewed by the school prior to approval

Potentially Affected Sessions

Activity	Start	Finish
ENG10B (English)	13/11/2020 08:50 AM	13/11/2020 10:48 AM
SPO10B (Sport)	13/11/2020 11:12 AM	13/11/2020 01:10 PM
BIO10B (Biology)	16/11/2020 08:50 AM	16/11/2020 10:48 AM
ENG10B (English)	16/11/2020 11:12 AM	16/11/2020 01:10 PM
MATH10B (Mathema...	16/11/2020 01:58 PM	16/11/2020 02:55 PM
ENG10B (English)	17/11/2020 08:50 AM	17/11/2020 09:47 AM
SPO10B (Sport)	17/11/2020 09:51 AM	17/11/2020 10:48 AM
MATH10B (Mathema...	17/11/2020 11:12 AM	17/11/2020 01:10 PM
SPO10B (Sport)	17/11/2020 01:58 PM	17/11/2020 02:55 PM
SPO10B (Sport)	18/11/2020 09:51 AM	18/11/2020 10:48 AM
BIO10B (Biology)	18/11/2020 11:12 AM	18/11/2020 12:09 PM

Save Cancel