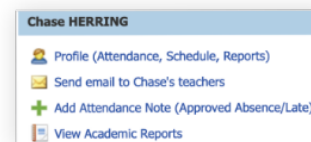


update your contact details and
change your password.

Attendance

Entering an Attendance Note

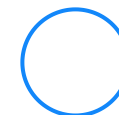
- 1 From the Compass home screen (or from your student's profile), click the **Add Attendance Note** item.
- 2 From the pop-up window
 - Select the reason
 - Enter a brief description of the absence
 - ⋮



What is an Attendance Note?

An Attendance Note is used to explain when your child is absent or late for school.

Potentially Affected Sessions			
Activity	Start	Finish	
DISCEN_06A (Y 6 Ge...	26/04/2019 06:00 AM	26/04/2019 12:00 PM	
DISCEN_06A (Y 6 Ge...	26/04/2019 12:30 PM	26/04/2019 03:30 PM	





Select the start and finish time



Click the 'Save' button

Where possible, attendance notes should be entered prior to the absence/lateness occurring.



SMS Link

If your child is marked as absent without prior approval you will receive a message containing a link. When you follow the link, you will have the opportunity to explain the absence.

The link will expire after you have clicked it, meaning that it cannot be used to explain unapproved absences in the future. Instead, you will receive another message containing a new link, allowing you to repeat the process.

Summary

Using Compass you can view up-to-the-minute attendance information for your child.

Notes

This sub-tab provides a list of attendance explanations for your child. From this tab you can also add absence notes (both past and future).

Explain Specific Absences

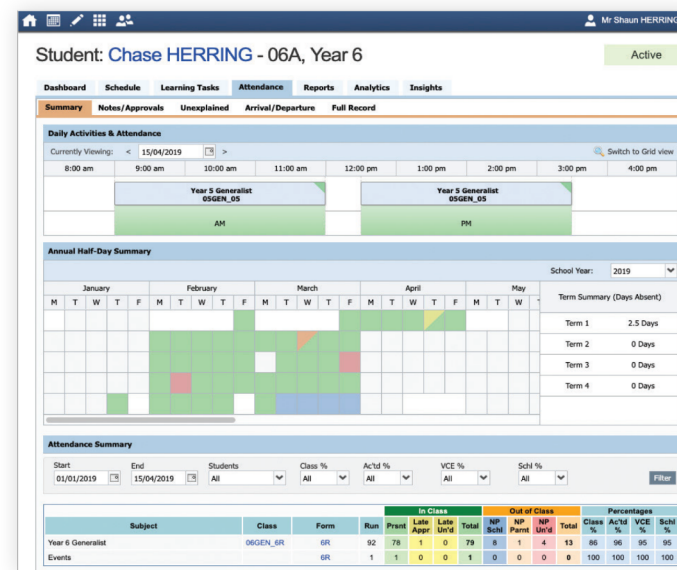
This sub-tab provides a list of all unexplained lates and absences from class. From this tab you can click to approve specific absences.

Daily Snapshot

Recent school news items and information relevant to you. This may include newsletters, details of upcoming events.

Attendance Summary

Includes a summary of attendance in each class. For full details about a specific absence, click the appropriate number in the grid. For an explanation of a heading item, hover your mouse over the heading of interest.



When students are marked 'Not Present' in class this can sit in one of three different categories. These include:

NP Schl Not present in class and is explained by a school related activity.

NP Parnt Not present in class and is explained by a parent approval.

NP Unap Not present in class with no explanation entered.