COMPASS GUIDE – APPROVING & ADDING ABSENCES

2018

COMPASS WEB

From the Compass home screen (or from your student's profile), click the 'Add Attendance Note/Approval' item.

From the pop-up window:

- Select the reason
- Enter a brief description of the absence
- Select the start and finish time
- Click the 'Save' button

Harry POTTER

- 👤 Profile (Attendance, Schedule, Reports)
- ✉️ Send email to Harry's teachers
- ➕ Add Attendance Note/Approval (Approved Absence/Late|
- 📋 View Academic Reports
- 👥 Book Parent Teacher Interviews

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

Attendance Note/Approval Editor

Note/Approval Details

Person:	Harry POTTER
Reason:	Parent Choice
Details/Comment:	Faulty Broomstick

**Potentially Affected Sessions**

Activity	Start	Finish
EN013C (English Unit..	17/05/2016 08:50 AM	17/05/2016 09:47 AM
EN013C (English Unit..	17/05/2016 09:51 AM	17/05/2016 10:48 AM
PH033A (Physics Unit..	17/05/2016 11:12 AM	17/05/2016 12:09 PM
PH033A (Physics Unit..	17/05/2016 12:13 PM	17/05/2016 01:10 PM
HI133B (History Revo..	17/05/2016 01:58 PM	17/05/2016 02:55 PM

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).

| Start: | 17/05/2016 | 08:00 AM | Select a period.. |
| Finish: | 17/05/2016 | 05:00 PM | Select a period.. |

💾 Save   ✖ Cancel

[PLEASE CLICK HERE FOR A COMPASS INSTRUCTIONAL VIDEO ON ADDING APPROVALS](#)

COMPASS IOS/ANDROID APPS

From the compass app you can go to the 'approvals' tab to enter in new absences or approve previous unexplained absences. Here you will see a list of previous entries and any that require approval. Press the + button to create a new entry for an upcoming absence.
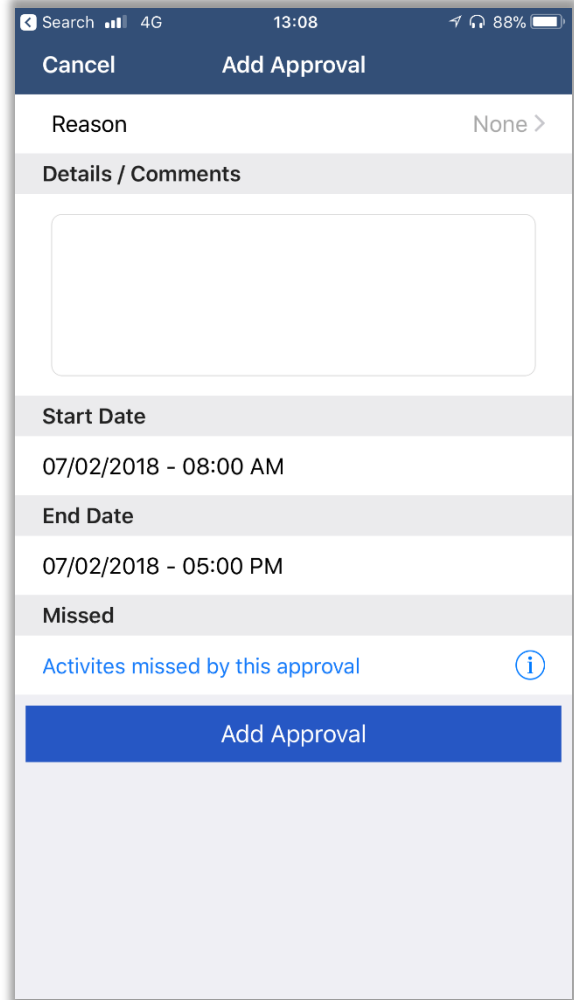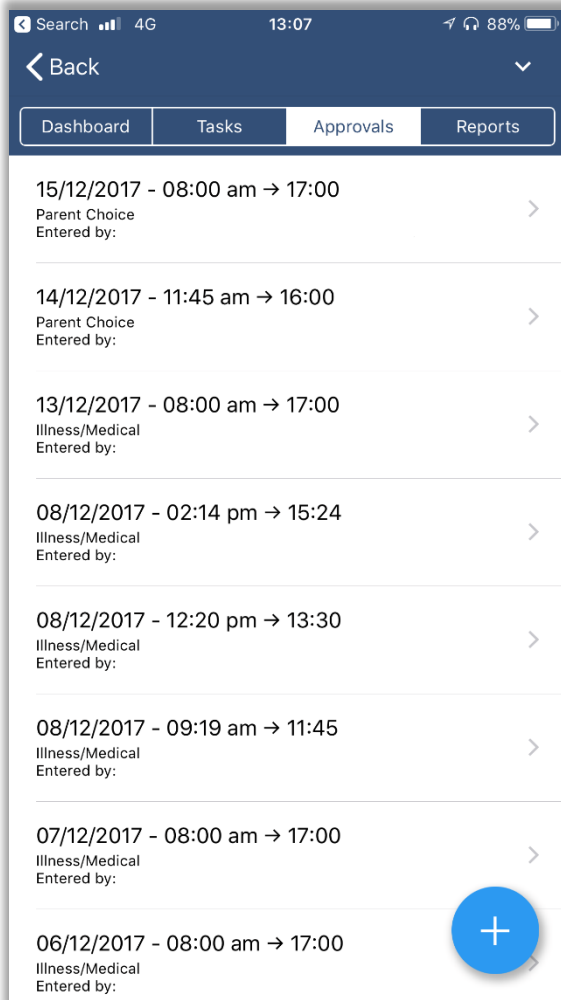
Here you can enter the reason and any further details. The 'reasons' are selected from a pre-set list.

Adjust the start and finish times/dates and press the 'Add Approval'.