

ENTERING ABSENCES ON COMPASS PARENT PORTAL

Attendance: Attendance Note/Approval Required

Ron was recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

If your child has any unapproved absences you will receive an alert on your Compass home page letting you know this, and allowing you to add a Note or Approval.

Clicking on this notification will take you to the Unexplained tab for that child's attendance, where you can choose to add a Note or Approval for one or more absences. To add a note or approval, select one or more of the absences listed, then select the 'Explain with Note/Approval' button.

Please note that you cannot edit your notes or approvals after they've been created. If you do need to make any amendments please contact your school, as they can do this for you.

Note: Each day has 2 teaching sessions (am and pm session).

Do not change the times if reporting a **full day absence**.

Student: Ronald (Ron) WEASLEY, 12A, Year 12

Dashboard Schedule Learning Tasks Attendance Reports Analytics Assets Insights

Summary Notes/Approvals Unexplained Arrival/Departure Full Record

Not Present/Late: Unexplained

Explain with Note/Approval Filter: All Print Unexplained Letter

Activity Name	Start	Finish	Pd	Location	Staff	Status
<input checked="" type="checkbox"/> DISTANCEED1	29/09/2016 08:00 AM	29/09/2016 09:00 AM	07			
<input type="checkbox"/> DISTANCEED1	26/08/2016 08:30 AM	26/08/2016 09:30 AM			UNASSIGNED	

Attendance Note/Approval Editor

Note/Approval Details

Person: Ronald WEASLEY

Reason: Enter a reason...

Details/Comment: Medical
Student is not at school for medical reasons.
Dentist
Includes dentist, orthodontist, or similar.

Important Notice: 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 health/religious/cultural/holiday related. Includes: special circumstances, unavoidable cause, unforeseen circumstances, family member ill.

Family Holiday
Student is away on a family holiday.

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

Audit Save Cancel

Adding a Note/Approval for Absence in advance

You can enter notes and approvals in advance, if you know that your child is going to be absent from school (e.g. sick).

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

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

Ron WEASLEY

- Profile (Attendance, Schedule, Reports)
- Send email to Ron's teachers
- Add Attendance Note/Approval (Approved Absence/Late)**
- View Academic Reports
- Book Parent Teacher Interviews
- 1 overdue learning task