

Compass: Student Absences and Notes

This article is about how to add notes/approvals for your child being away from school.

As per Victorian DET requirements, we mark the roll twice a day; at 9.00am and 2.30pm. If your child is not present at these times and there are no absence approvals on record, you will be asked through Compass to provide an explanation.

Being Notified About Unexplained Absences

If your child has been marked as **Not Present** during the morning roll call and you have not notified us of the reason before 10am, you will receive an SMS message advising you that your child is not at school. This is a safety procedure and cannot be turned off. You will also be notified with a message the next time you log in to Compass. You will have one of these notifications for each child that has unexplained absences.

Compass

My News

Attendance: Attendance Note/Approval Required

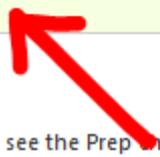
Alexandria was recorded as 'not present' or 'late' without explanation.

[Click here for more information](#)

Prep Assembly Item

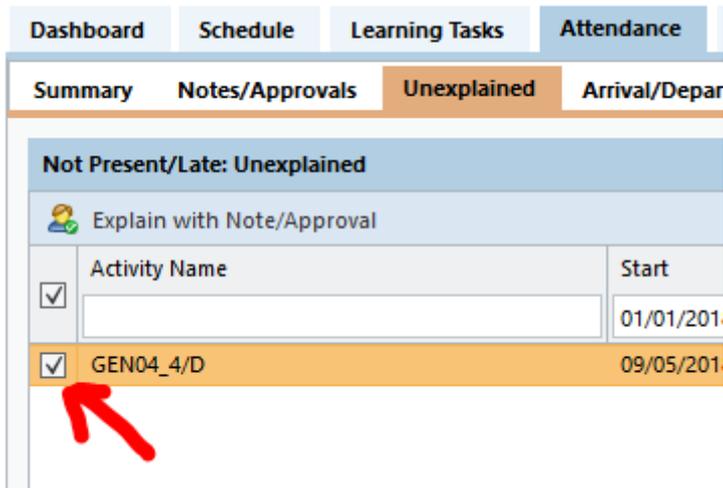
Dear Prep parents,

Please join us at assembly this Friday to see the Prep children perform a fabul



Explaining Absences

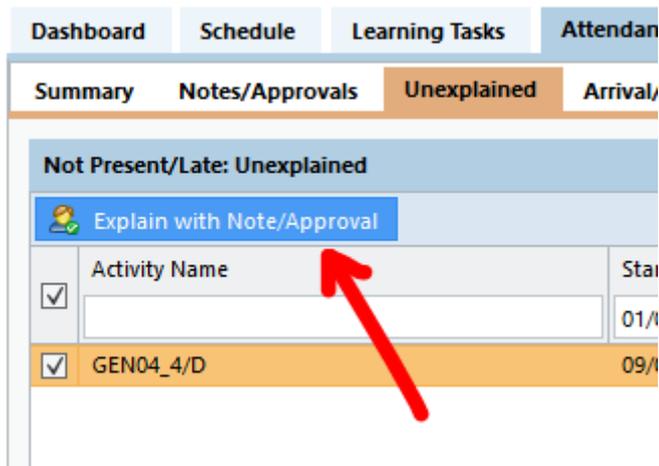
To explain the absence, click on the notification and you will be presented with a list of absences for that child. You can explain one or more absences at a time by selecting the box next to the absence:



The screenshot shows a web interface with a top navigation bar containing 'Dashboard', 'Schedule', 'Learning Tasks', and 'Attendance'. Below this is a sub-navigation bar with 'Summary', 'Notes/Approvals', 'Unexplained', and 'Arrival/Departure'. The main content area is titled 'Not Present/Late: Unexplained' and features a button labeled 'Explain with Note/Approval'. Below the button is a table with two columns: 'Activity Name' and 'Start'. The first row has a checkbox, an empty text input, and the date '01/01/201...'. The second row has a checked checkbox, the text 'GEN04_4/D', and the date '09/05/201...'. A red arrow points to the checked checkbox in the second row.

	Activity Name	Start
<input type="checkbox"/>		01/01/201...
<input checked="" type="checkbox"/>	GEN04_4/D	09/05/201...

And then clicking **Explain with Note/Approval**:



This screenshot is identical to the previous one, but the 'Explain with Note/Approval' button is highlighted in blue. A red arrow points to this button.

You will then be presented with the **Attendance Note Editor** window, where you should choose an absence type from the drop-down list:

Attendance Note Editor

Note Details

Person: Adam MORELLI

Reason:

Details/Comment: **Illness/Medical**
Student is not at school due to illness.

Dentist
Includes dentist, orthodontist, or similar.

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

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.

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:

Finish:

Enter some text to further explain the absence. Once you're done, press **Save**.

Attendance Note Editor

Note Details

Person: Adam MORELLI

Reason:

Details/Comment:

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:

Finish:

Potentially Affected Sessions

Activity	Start	Finish
GEN56_R10 (General...	31/05/2019 08:55 AM	31/05/2019 12:00 PM
GEN56_R10 (General...	31/05/2019 12:30 PM	31/05/2019 03:30 PM

This information will automatically be saved in Compass and their attendance records will be updated.

Planned Absences

If you're planning to have your child away from school (e.g.: for a planned medical appointment or a family holiday) then you can enter absence notes in advance. However the school is not automatically notified when you enter these notes, so please let us know in advance. You can either contact the office, email your child's teacher, or speak to your child's teacher at school.

Something Not Right?

If you're unsure about an absence or have questions, then you should speak to your child's teacher or contact the office.