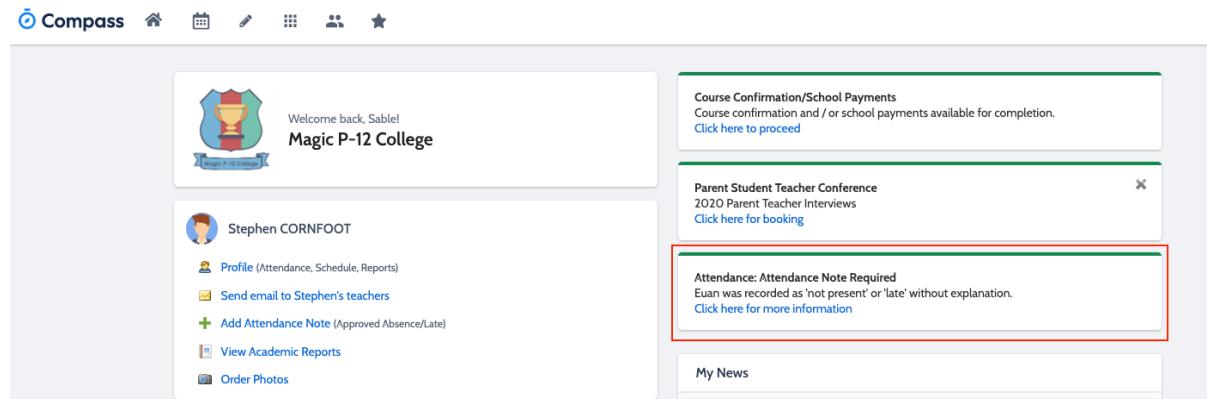


Adding a Note or Approval - Parents

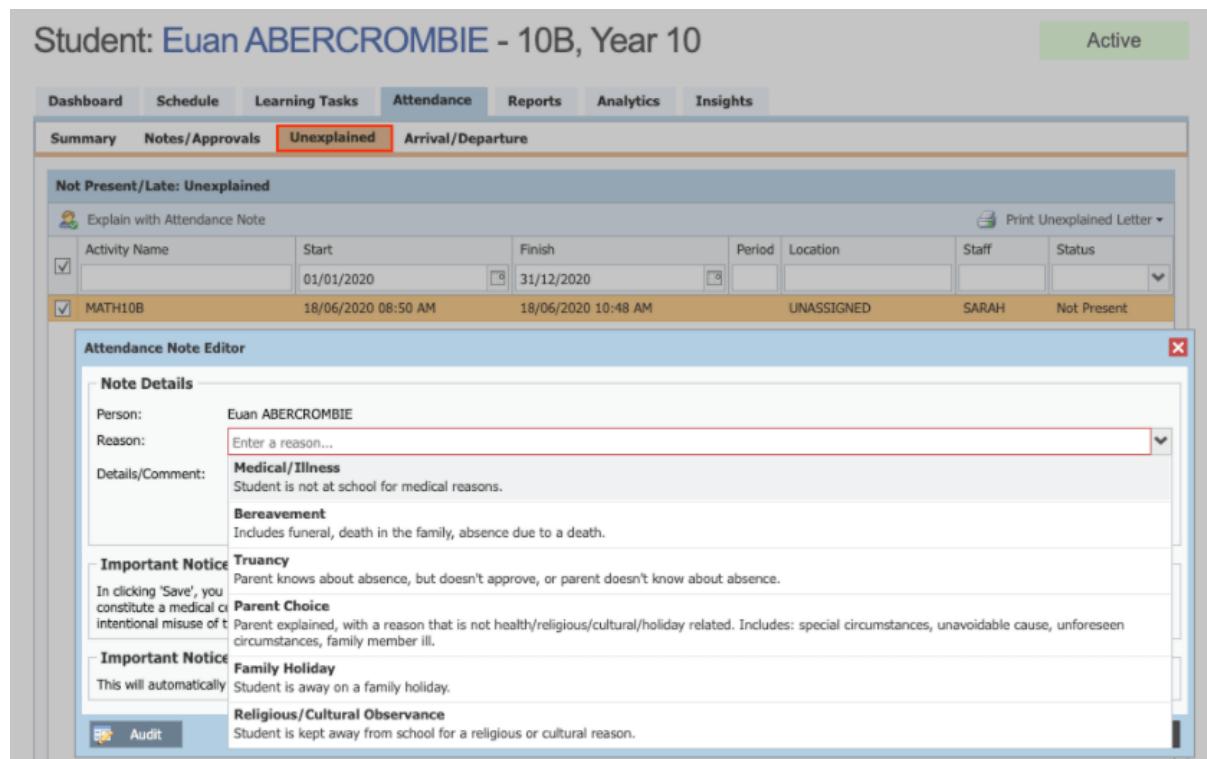
Parents can approve their children's unapproved absences or late arrivals. Parents will receive an alert on the Compass home page letting parents know that your child/children was marked late or absent and there is no note/approval on the system for it.



The screenshot shows the Compass home page. At the top, there is a navigation bar with icons for Home, Calendar, Edit, Grid, People, and Star. Below the navigation bar, there is a welcome message: "Welcome back, Sable! Magic P-12 College". On the left, there is a sidebar for a user named "Stephen CORNFOOT" with options: Profile (Attendance, Schedule, Reports), Send email to Stephen's teachers, Add Attendance Note (Approved Absence/Late), View Academic Reports, and Order Photos. In the center, there are two notifications: one for "Course Confirmation/School Payments" and another for "Parent Student Teacher Conference 2020 Parent Teacher Interviews". The second notification has a red box around its content, which reads: "Attendance: Attendance Note Required Euan was recorded as 'not present' or 'late' without explanation. Click here for more information". At the bottom right, there is a link to "My News".

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

To add a note or approval, parents can select one or more of the absences listed, add in further details and then select the "Explain with Note/Approval" button.



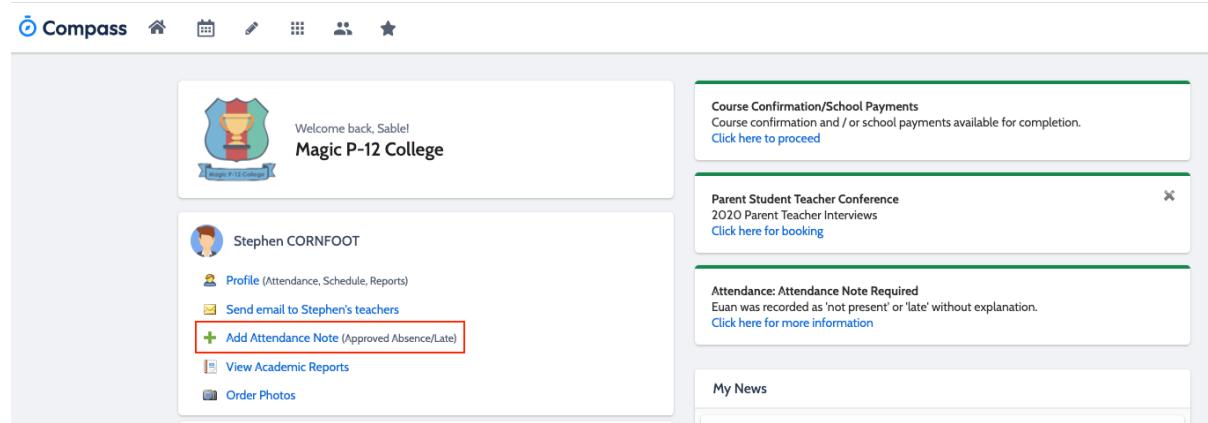
The screenshot shows the Compass Attendance Notes/Approvals section for a student named "Euan ABERCROMBIE - 10B, Year 10". The "Unexplained" tab is selected. The main table shows an unexplained absence for "MATH10B" from 18/06/2020 08:50 AM to 18/06/2020 10:48 AM, marked as "UNASSIGNED" with "SARAH" as the staff member. An "Audit" button is at the bottom left of the table. A modal dialog titled "Attendance Note Editor" is open over the table. The "Note Details" section contains fields for Person (Euan ABERCROMBIE), Reason (with a dropdown placeholder "Enter a reason..."), and Details/Comment (with a dropdown placeholder "Medical/Illness" and "Student is not at school for medical reasons"). The "Important Notice" section contains several items: "Truancy" (with a note about saving), "Parent Choice" (with a note about explaining non-medical reasons), "Family Holiday" (with a note about family members being away), and "Religious/Cultural Observance" (with a note about religious or cultural reasons). The "Audit" button is also present in the modal.

Please note that parents cannot edit their notes or approvals once saved, and will need to contact the school if changes need to be made.

Adding a Note/Approval for a future absence

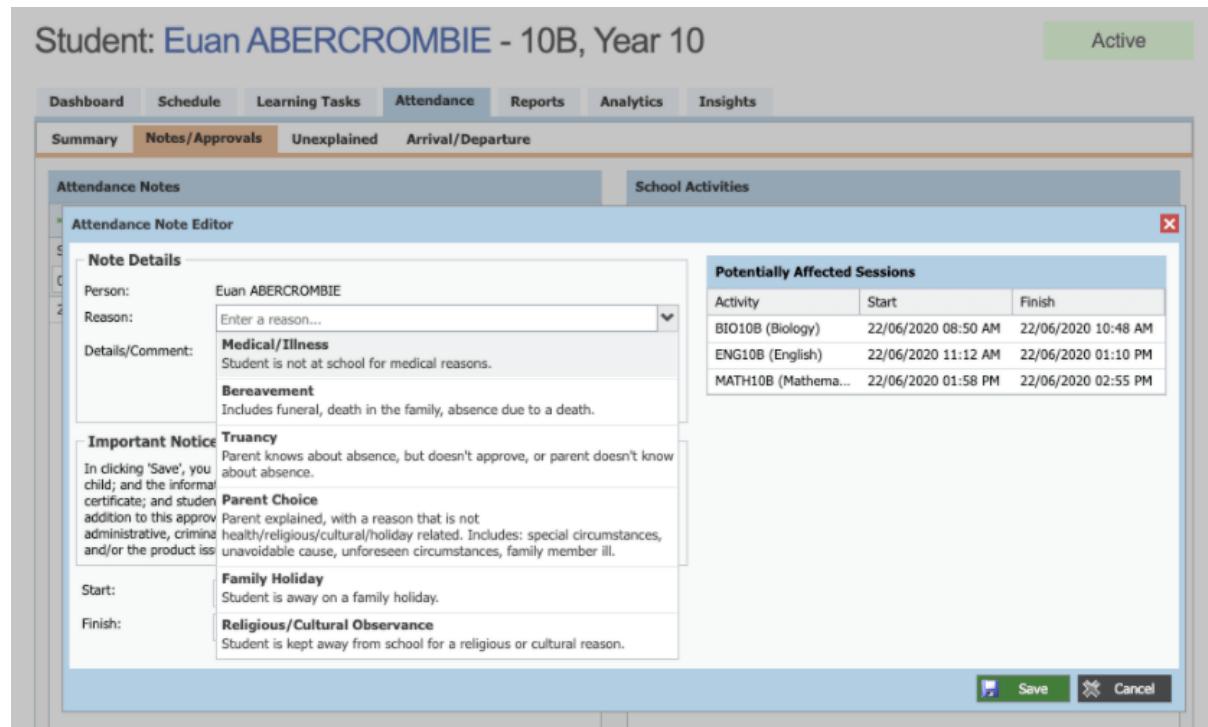
Parents can also enter notes and approvals in advance, if parents know their child is going to be absent from school.

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



The screenshot shows the Compass Home page for 'Magic P-12 College'. At the top, there's a navigation bar with icons for Home, Calendar, Pen, Grid, People, and Star. Below the bar, there's a banner for 'Course Confirmation/School Payments' with a link to 'Click here to proceed'. On the left, there's a sidebar for 'Stephen CORNFOOT' with links for Profile, Send email to Stephen's teachers, and Add Attendance Note (which is highlighted with a red border). Other links in the sidebar include View Academic Reports and Order Photos. To the right of the sidebar, there's a box for 'Parent Student Teacher Conference' and another for 'Attendance: Attendance Note Required' which states 'Euan was recorded as 'not present' or 'late' without explanation.' A link to 'Click here for more information' is also present. At the bottom right of the page, there's a 'My News' section.

This will take you 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.



The screenshot shows the 'Attendance Note Editor' pop-up window. At the top, it displays 'Student: Euan ABERCROMBIE - 10B, Year 10' and a green 'Active' button. The window has tabs for Summary, Notes/Approvals (which is selected), Unexplained, and Arrival/Departure. The 'Notes/Approvals' tab contains sections for 'Attendance Notes' and 'School Activities'. The 'Attendance Notes' section includes fields for Person (Euan ABERCROMBIE), Reason (Medical/Illness, selected), Details/Comment (Student is not at school for medical reasons), and Start/Finish times (Family Holiday, Student is away on a family holiday). The 'School Activities' section shows 'Potentially Affected Sessions' for BIO10B, ENG10B, and MATH10B. At the bottom of the window are 'Save' and 'Cancel' buttons.

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, parents will see a warning and not be able to save the note. Please contact the school for support.

Example:

Student: Euan ABERCROMBIE - 10B, Year 10 Active

Attendance Note Editor

Note Details

Person: Euan ABERCROMBIE
Reason: Family Holiday
Details/Comment: Visiting family interstate

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: 26/11/2020 09:00 AM
Finish: 10/12/2020 03:30 PM

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 ...