

Adding Absence Notes - Compass School Manager App

You can add absence notes by clicking **'Shortcuts'** and selecting **'Submit absence note'** If you have more than one student at the school, you will be required to select which child the note is being added for.





In the note screen, you will need to select the reason from the available options listed.

You can then add any applicable details/comments and click on the 'Start Date' and/or 'End Date' fields to add in the correct information for the absence note.

Cancel	Add Attendance Note	
Reason		None >
Details / Cor	nments	
Start Date		
06/04/2022	2 - 09:00 AM	
End Date		
06/04/2022	2 - 03:30 PM	
Potentially A	Affected Sessions	
Activities		>

Add Attendance Note

Add Attendance Note

When all content is added to the absence note, you need to click the 'Add Attendance Note' button and the absence note will be added to your student's record.

Adding Upcoming Absence Notes - Compass Parent Portal

If your child is going to be away, you can add in an Attendance note to advise the school. To do so, click 'Add Attendance Note (Approved Absence/Late)'.



A Note screen will open.

Select the applicable reason from the drop down list; add in any additional information if applicable in the Details/Comment box.

Select the start and finish date/time of the absence and click 'Save'.

Note Details						Potentially Affected Sessions					
rson:							Activity	Start	Finish		
asona	Enter a reason.						U9HUM_U9A (Year 9 H	26/04/2022 08:50 AM	26/04/2022 09:47 AM		
tails/Comme	nt:						09ENG_09A (Year 9 En	26/04/2022 09:51 AM	26/04/2022 10:48 AM		
							09MATH_09A (Year 9	26/04/2022 11:12 AM	26/04/2022 12:09 PM		
						_	U95C1_09A (Year 9 Sci	26/04/2022 12:13 PM	26/04/2022 01:10 PM		
	inting						09MATH_09A (Year 9	26/04/2022 01:58 PM	26/04/2022 02:55 PM		
5	26/04/2022	09:00	MA V	Select a period	~		Filename				
shc	26/04/2022	03:3	PM ¥	Select a period	~		This attendance note has Drag files here to upload.	no attachments.			
	dance Note is more the	an O teaching	day in len	gth, you will need t	to submit separate						

Adding Unexplained Absence Notes - Compass Parent Portal

If your child has been marked Not Present without an explanation, you will be required to add an **Attendance Note.** You will see an alert on your homescreen.

Click the alert and it will take you to your child's '**Unexplained'** attendance tab where you will see any sessions listed for which they were marked as Not Present or Late.

Welcome back, Juliettel Greenfields College	Opt-In Event Invitations X There are Topt in event(s) available Click here for more information.
Generative BELL	Course Confirmation/School Payments Course confirmation and / or school payments available for completion. Click here to proceed
Profile (Attendance, Schedule, Reports) Send email to Charlotte's teachers Add Attendance Note (Approved Absence/Late) View Academic Reports Order Photos	Payments Centre Did you know that payments can be made through Compass for school fees, events, and voluntary contributions? Click here for more information
Book Parent Student Teacher Conference Toverdue learning task	Parent Student Teacher Conference X 2022 Parent Teacher Interviews Click here for booking
Sophie BELL	Event Consent/Payment Required There is 1 event awaiting your consent and/or payment. Click here for more information
Send email to Sophie's teachers Add Attendance Note (Approved AbsenceLate) View Academic Reports	Attendance: Attendance Note Required Charlotte was recorded as 'not present' or 'late' without explanation. Click here for more information

Select the session (or sessions) that you are adding a note for and then click **'Explain with Attendance Note'.** This will cause the Attendance Note screen to pop open.

tudent: Charlotte BELL - 09A, Year 9							Active		
Dash	board Schedule	Learning Tasks	Attendance	Report	ts Analytics Insights				
Sum	mary Notes Une	explained Arriv	al/Departure Fo	II Record	í -				
Not	Present/Late: Unex;	lained							
2	Explain with Attendance	e Note						付 Print	Unexplained Letter
_	Activity Name				Finish	Period	Location	Staff	Status
-		01/01	/2022		31/12/2022				
	095CI_09A	19/05	/2022 01:58 PM		19/05/2022 02:55 PM	5	15	CWOOD	Late
	09ENG_09A	13/05	/2022 08:50 AM		13/05/2022 09:47 AM	1	11	AGREIG	Late
	09ENG_09A	12/05	/2022 12:13 PM		12/05/2022 01:10 PM	4	11	AGREIG	Late
	09ENG_09A	06/05	/2022 08:50 AM		06/05/2022 09:47 AM	1	11	AGREIG	Late
	09ENG_09A	04/04	/2022 08:50 AM		04/04/2022 09:47 AM	1	11	AGREIG	Late
	09ENG_09A	18/03	/2022 08:50 AM		18/03/2022 09:47 AM	1	11	AGREIG	Late
	09ENG_09A	11/03	/2022 01:58 PM		11/03/2022 02:55 PM	5	11	AGREIG	Late
	09SCI_09A	01/03	/2022 12:13 PM		01/03/2022 01:10 PM	4	15	CWOOD	Late
	09SCI_09A	10/02	/2022 08:50 AM		10/02/2022 09:47 AM	1	15	CWOOD	Late

Select the applicable reason for the absence and add in the relevant details/comment. Click **'Save'**. This will assign the attendance note to the sessions you selected and they will update to no longer show as unexplained absences.

	Not	Present/Late: Unexpla	ained										
	2	😩 Explain with Attendance Note 🥥 Print Unexplained Letter											
		Activity Name	Start	Finish			Staff	Status					
	Ц		01/01/2022	31/12/2022	3			~					
		09ENG_09A	04/04/2022 08:50 AM	04/04/2022 09:47 AM	1	11	AGREIG	Late					
		09ENG_09A	18/03/2022 08:50 AM	18/03/2022 09:47 AM	1	11	AGREIG	Late					
		09ENG_09A	11/03/2022 01:58 PM	11/03/2022 02:55 PM	5	11	AGREIG	Late					
		09SCI_09A	01/03/2022 12:13 PM	01/03/2022 01:10 PM	+	15	CWOOD	Late					
		095CI_09A	10/02/2022 08:50 AM	10/02/2022 09:47 AM	1	15	CWOOD	Late					
Attendance	Note	e Editor						X					
Details/Cor	mmen	it:											
In clicking certificate; in administ	int N Save', and s trative,	otice you understand, certify an tudents enrolled in VCE are , criminal and/or civil actio otice	d accept that you are a listed parent/guardian f required to submit a medical certificate to the n against you (by your registered school, affiliat	or this child; and the information al school in addition to this approval; ed entities and/or the product issue	ove is con and any fra st).	ect; and this online udulent action or in	approval does NOT cons Itentional misuse of this	titute a medical feature may result					
This will au	Aomal	tically insert the appropriat	e number of approvals for the selected session	¢.									
							📕 Save	e 然 Cancel					