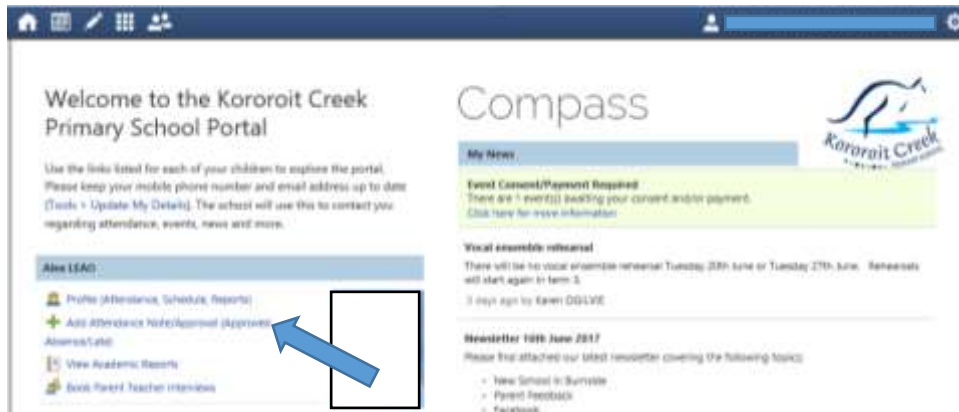


Attendance entry in Compass.

Use the following guidelines to advise the school of an absence through your browser on Compass.

Once logged in click on Add Attendance Note/Approval



Welcome to the Kororoit Creek Primary School Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

Alex LEAO

- Profile (Attendance, Schedule, Reports)
- Add Attendance Note/Approval (Approval)**
- Attendance/Tab
- View Academic Reports
- Book Parent Teacher Interviews

Compass

My News

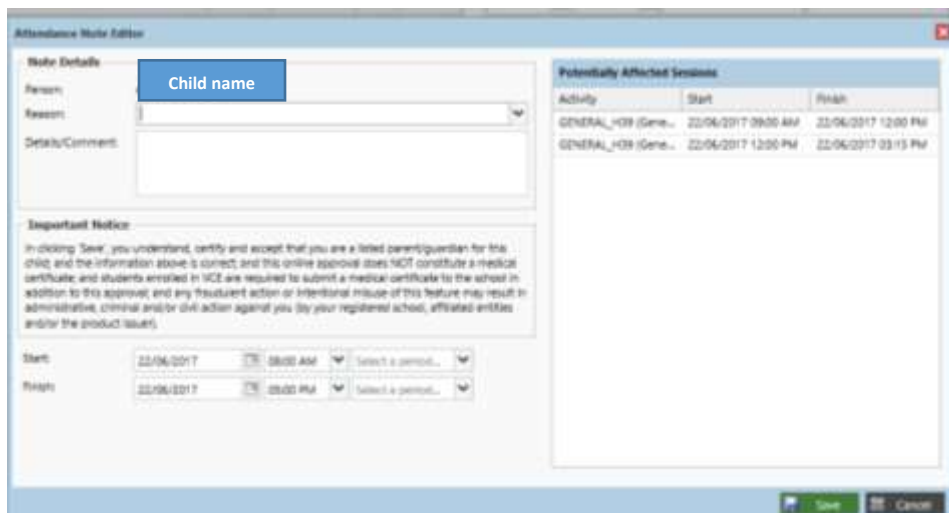
Event Consent/Parent Required
There are 1 event(s) awaiting your consent and/or payment.
[Click here for more information](#)

Virtual assembly rehearsal
There will be no virtual assembly rehearsal Tuesday 28th June or Tuesday 27th June. Rehearsals will start again in term 3.
3 days ago by Karen DGLVE

Newsletter 10th June 2017
Please find attached our latest newsletter covering the following topics:

- New School in Burnside
- Parent Feedback
- Facebook

You will see the following screen



Attendance Note Editor

Note Details

Person: Child name

Reason: [Empty]

Details/Comment: [Empty]

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 ICE 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: 22/06/2017 09:00 AM [Select a period...]

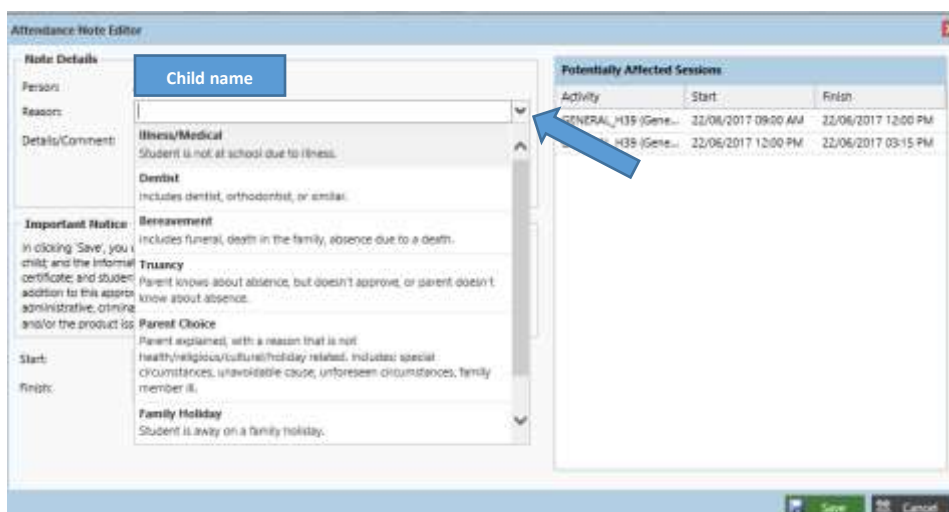
Finish: 22/06/2017 03:15 PM [Select a period...]

Potentially Affected Sessions

Activity	Start	Finish
GENERAL_H39 (Gene...	22/06/2017 09:00 AM	22/06/2017 12:00 PM
GENERAL_H39 (Gene...	22/06/2017 12:00 PM	22/06/2017 03:15 PM

[Save] [Cancel]

Select the drop down box to select the reason for your child's absence



Attendance Note Editor

Note Details

Person: Child name

Reason: [Dropdown menu open]

Details/Comment: [Empty]

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 ICE 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: [Empty]

Finish: [Empty]

Potentially Affected Sessions

Activity	Start	Finish
GENERAL_H39 (Gene...	22/06/2017 09:00 AM	22/06/2017 12:00 PM
GENERAL_H39 (Gene...	22/06/2017 12:00 PM	22/06/2017 03:15 PM

[Save] [Cancel]

Enter the date(s) your child will be away. If the absence for the entire day there is no need to amend start and finish times.

If your child will only be absent for part of the day enter the finish time as the estimated time they will arrive at school and when they sign in at the office on arrival we will amend it if required.

Or if you are collecting your child early from school enter the start time as the time you are collecting them from the office

Activity	Start	Finish
GENERAL_H3R (Gene...	22/06/2017 09:00 AM	22/06/2017 12:00 PM
GENERAL_H3R (Gene...	22/06/2017 12:00 PM	22/06/2017 03:15 PM

Make sure you save your entry by clicking on the green save icon at the bottom right hand of the screen.

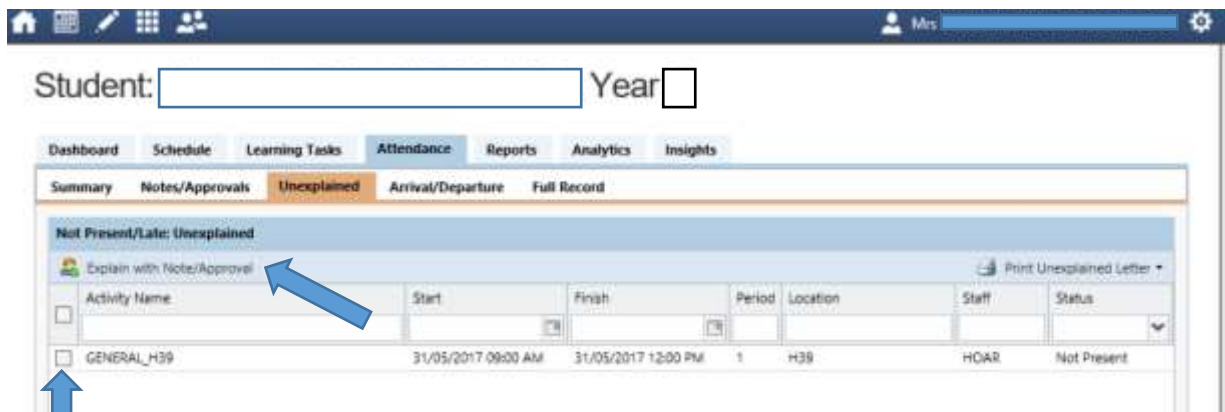
By following these steps you have advised the school/teacher that your child is absent and there is no need to contact the school.

Approving / explaining an absence

If your child has been absent and you have not advised the school or entered the reason in to Compass you will see this message appear on the right hand side of your screen when you log in.

Attendance: Attendance Note/Approval Required
[] was recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

Click where the arrow is pointing and you will get the following screen



First tick the box that you want to update

Then click on explain with Note/Approval

You will then get the following screen similar to the absence one – use the drop down box to select the reason your child was away that day, if you would like to add any comments you can but this is not a requirement. Click on the green save button and it has been updated.



You will need to do this for each of the unexplained absences. If they're for the same reason you can tick more than 1 box at a time to enter the same reason for all of them.

Once you have saved you will get this screen showing no unexplained absences to update.

