



# Absences Compass School Manager



## Approving Unapproved Absence and Lateness

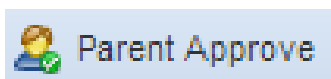
If you have an outstanding alert to check unapproved lateness or absence, click the Hyperlink as shown.

**My Alerts**

- Attendance: Parent Approval Required**  
Trent was recorded as 'not present' or 'late' without approval.  
[Click here for more information](#)

This will take you to the unapproved absence screen for your student.

Review the absence or lateness, tick the boxes of the ones you approve and then click the parent approve button, as seen below.



Student: Trent PARKER (PAR0023), 12G, Year 8

Dashboard | Schedule | **Attendance**

Summary | Approvals | **Unapproved** | Arrive/Depart | Full Record

**Unapproved (Not Present and Late)**

Parent Approve Print Unapproved Letter

<input type="checkbox"/>	Activity Name	Start	Finish	Pd	Location	Staff	Status
<input checked="" type="checkbox"/>	SMA8107	17/04 - 09:55 AM	17/04 - 10:40 AM	2	A07	MCB	Not Present
<input checked="" type="checkbox"/>	ARDR805	27/03 - 11:55 AM	27/03 - 12:39 PM	4	F01	RYD	Not Present
<input type="checkbox"/>	SHU8107	26/03 - 02:20 PM	26/03 - 03:05 PM	6	A04	HLD	Not Present
<input checked="" type="checkbox"/>	SHU8107	26/03 - 01:35 PM	26/03 - 02:19 PM	5	A04	HLD	Not Present

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Any absence or lateness you are unsure of will need to be resolved via a phone call to the school absence number on (02) 6048 0300.

## Parent Authorising Future Absence

In the event, where you would like to put in a future parent approved absence, Compass allows you to do that.

Firstly click on the student profile for the student in question, as shown below.

Welcome Mr Graham PARKER & Ms Kylie WENZEL

Welcome to the Wodonga Primary School Parent Portal. Use the links listed for each of your children to explore the portal.


phone and email address, to allow the school to keep you up to date on additions to the portal and school news. This is accessible through Tools > Update My Details.

**My Alerts**

- Attendance: Parent Approval Required**  
Trent was recorded as 'not present' or 'late' without approval.  
[Click here for more information](#)


**My News**

Welcome to Compass School Manager  
Compass School Manager is a multi layered tool for schools, which assists with the flow and efficiency of a number of administrative tasks for teachers, students and parents. [More](#)  
Thursday at 11:39am by B JORNA



**Trent PARKER (PAR0023), 12G**

[Student Profile](#)  
Includes the student's schedule, attendance, and reports if available.




This will take you to the student's profile. Click on the attendance tab.....

Student: Trent (PAR0023), 12G, Year 8

Dashboard | Schedule | **Attendance**

**Summary**

Full Name: Trent  
DOB: 9/ /1999 (13 years, months)  
House: GEYSEN  
Email: PAR0023@emeraldsc.vic.edu.au



**Student Chronicle**

**Academic - Brett JORNA**  
Great work from Trent today.  
Trent was very focused, and completed some excellent work in the time given.  
Recorded and occurred Thursday at 11:35am

**Today's Schedule**

Mon, 22 Apr

9 AM	9:00: HO - HG0807 - G15 - MLN
	9:30: 1 - SEN8107 - G01 - MIT
10 AM	10:15: 2 - SEN8107 - G01 - MIT
11 AM	11:30: 3 - LOT8107 - G13 - KAW
12 PM	12:15: 4 - SMA8107 - A07 - MCB
1 PM	
2 PM	1:45: 5 - SHU8107 - A03 - HLD
	2:30: 6 - SHU8107 - A03 - HLD
3 PM	

.....Then on the approvals tab.

Dashboard | Schedule | **Attendance**

Summary | Approvals | Unapproved | Arrive/Depart | Full Record

**Daily Activities & Attendance**

Currently Viewing: 22/04/2013

Activity Name	Start	Finish	Pd	Location	Staff	Status
HG0807	22/04 - 09:00 AM	22/04 - 09:29 AM	HO	G15	MLN	Present
SEN8107	22/04 - 09:30 AM	22/04 - 10:14 AM	1	G01	MIT	Present
SEN8107	22/04 - 10:15 AM	22/04 - 10:59 AM	2	G01	MIT	Present
LOT8107	22/04 - 11:30 AM	22/04 - 12:14 PM	3	G13	KAW	Not Marked
SMA8107	22/04 - 12:15 PM	22/04 - 12:59 PM	4	A07	MCB	Not Marked
SHU8107	22/04 - 01:45 PM	22/04 - 02:30 PM	5	A03	HLD	Not Marked
SHU8107	22/04 - 02:30 PM	22/04 - 03:15 PM	6	A03	HLD	Not Marked

**Attendance Summary**

Start Date: 01/01/2013 | End Date: 31/12/2013 | Filter

Subject	Class	Form	Run	In Class			Out of Class			Percentages					
				Prsnt	Late Appr	Late Unap	Total	NP Schl	NP Parnt	NP Unap	Total	Class %	Ac'td %	VCE %	Schl %
Drama 8	ARDR805	12G	11	9	0	0	9	1	0	1	2	82	91	91	91
English - Seal 2	SEN8107	12G	20	20	0	0	20	0	0	0	0	100	100	100	100
Home Group 8	HG0807	12G	15	15	0	0	15	0	0	0	0	100	100	100	100
Humanities - Seal 2	SHU8107	12G	12	10	0	0	10	0	0	2	2	83	83	83	83
Japanese 8 Sem 1	LOT8107	12G	11	11	0	0	11	0	0	0	0	100	100	100	100
Math - Seal 2	SMA8107	12G	14	11	0	0	11	2	0	1	3	79	93	93	93
Physical Education 8	PDPE807	12G	6	6	0	0	6	0	0	0	0	100	100	100	100
Science - Seal 2	SSC8107	12G	12	12	0	0	12	0	0	0	0	100	100	100	100

Now you can add a parent approval. Click on Add Parent Approval.

Add Parent Approval

Dashboard | Schedule | **Attendance**

Summary | **Approvals** | Unapproved | Arrive/Depart | Full Record

**Parent Approvals**

Add Parent Approval

Start | Finish | Reason | Entered By | V

There are no parent approvals for this user

Page 1 of 1 | Items 25 | No data to display

**School Approvals**

Start	Finish	Name	Location
24/04 - 02:20 PM	24/04 - 03:05 PM	MUSIC	BASS GUITAR
23/04 - 08:00 AM	23/04 - 05:00 PM	Parent Teacher Interviews	Home
17/04 - 09:10 AM	17/04 - 09:54 AM	MUSIC	MUSIC
27/03 - 11:10 AM	27/03 - 11:54 AM	General Educational/Other Cocurri...	Music
20/03 - 09:55 AM	20/03 - 10:40 AM	General Educational/Other Cocurri...	Music

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Select a reason for absence from the list, e.g. Medical, Dentist, Parent Choice etc.

**Parent Approval Editor**

**Approval Details**

Person: Trent PARKER

Reason: **Medical**

Details/Comment: Medical

**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).

**Time Period**

Start: 22/04/2013 08:00 AM

Finish: 22/04/2013 05:00 PM

**Affected Sessions**

Activity	Start	Finish
HG0807	22/04 - 09:00 AM	22/04 - 09:29 AM
SEN8107	22/04 - 09:30 AM	22/04 - 10:14 AM
SEN8107	22/04 - 10:15 AM	22/04 - 10:59 AM
LOT8107	22/04 - 11:30 AM	22/04 - 12:14 PM
SMA8107	22/04 - 12:15 PM	22/04 - 12:59 PM
SHU8107	22/04 - 01:45 PM	22/04 - 02:30 PM
SHU8107	22/04 - 02:30 PM	22/04 - 03:15 PM

Save Cancel

Enter a detail or comment, and the start/finish time, then click 'Save'.

**Parent Approval Editor**

**Approval Details**

Person: Trent PARKER

Reason: Medical

Details/Comment: Doctors Appointment

**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).

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SMA8107	22/04 - 12:15 PM	22/04 - 12:59 PM
SHU8107	22/04 - 01:45 PM	22/04 - 02:30 PM
SHU8107	22/04 - 02:30 PM	22/04 - 03:15 PM

Save Cancel

Now that parent approved absence will be applied to all relevant rolls. Job done!