

## Approving Student Absences

### Unexplained Not Present/Late

When a parent logs in to Compass you will see a list of your children on the left hand side of the screen.

If a student has any **unexplained absences** that require approving an alert will appear in the top right hand corner of the Compass homepage.

**Attendance: Parent Approval Required**

John was recorded as 'not present' or 'late' without approval.

[Click here for more information](#)

By clicking on this alert you will see a list of all of the instances where the student has been **marked late or not present** that has not been covered by any form of approval.

Parents can select the approvals that they want to approve and then click the **'+ Parent Approval' button** at the top of the grid.

Unapproved Absences							
<input type="checkbox"/> Activity Name <input type="checkbox"/> Start <input type="checkbox"/> Finish <input type="checkbox"/> Pd <input type="checkbox"/> Location <input type="checkbox"/> Staff <input type="checkbox"/> Status							
<input checked="" type="checkbox"/>	9ENH	22/07 - 01:21 PM	22/07 - 02:17 PM	4	G1	KO	Not Present
<input checked="" type="checkbox"/>	9MAH	22/07 - 11:34 AM	22/07 - 12:30 PM	3	G1	GG	Not Present
<input checked="" type="checkbox"/>	9TUTH	22/07 - 11:19 AM	22/07 - 11:33 AM	C	G5	ABR	Not Present
<input checked="" type="checkbox"/>	9DEBA1	22/07 - 09:00 AM	22/07 - 09:56 AM	1	G2	MR	Not Present
<input type="checkbox"/>	9MAH	15/07 - 02:18 PM	15/07 - 03:14 PM	5	G1	GG	Not Present

Parents have access to a modified pop up window which information can be entered. This will add a **Parent Approval** into the system.

**Parent Approval Editor**

**Approval Details**

Person: John ABBOTT

Reason: Parent Choice

Details/Comment:

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**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).

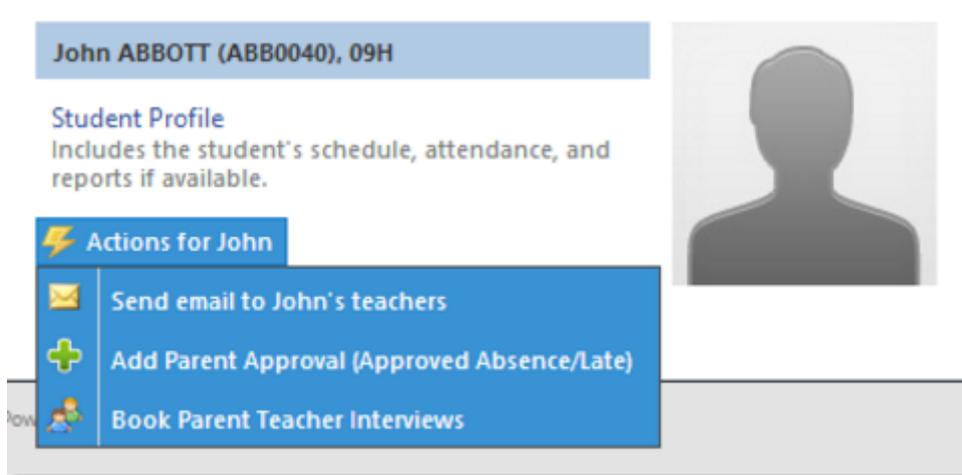
**Important Notice**

This will automatically insert the appropriate number of approvals for the selected sessions.

Parents **cannot edit or delete approvals** once an approval has been entered into Compass. Parents will need to contact the Sub School Office Assistants if an approval needs amending.

## [Adding a Parent Approval](#)

Parents can also add approvals ahead of time using the **Action Button** next to your child's name from the Compass homepage. This allows parents to add an approval and select the date range for the approval.



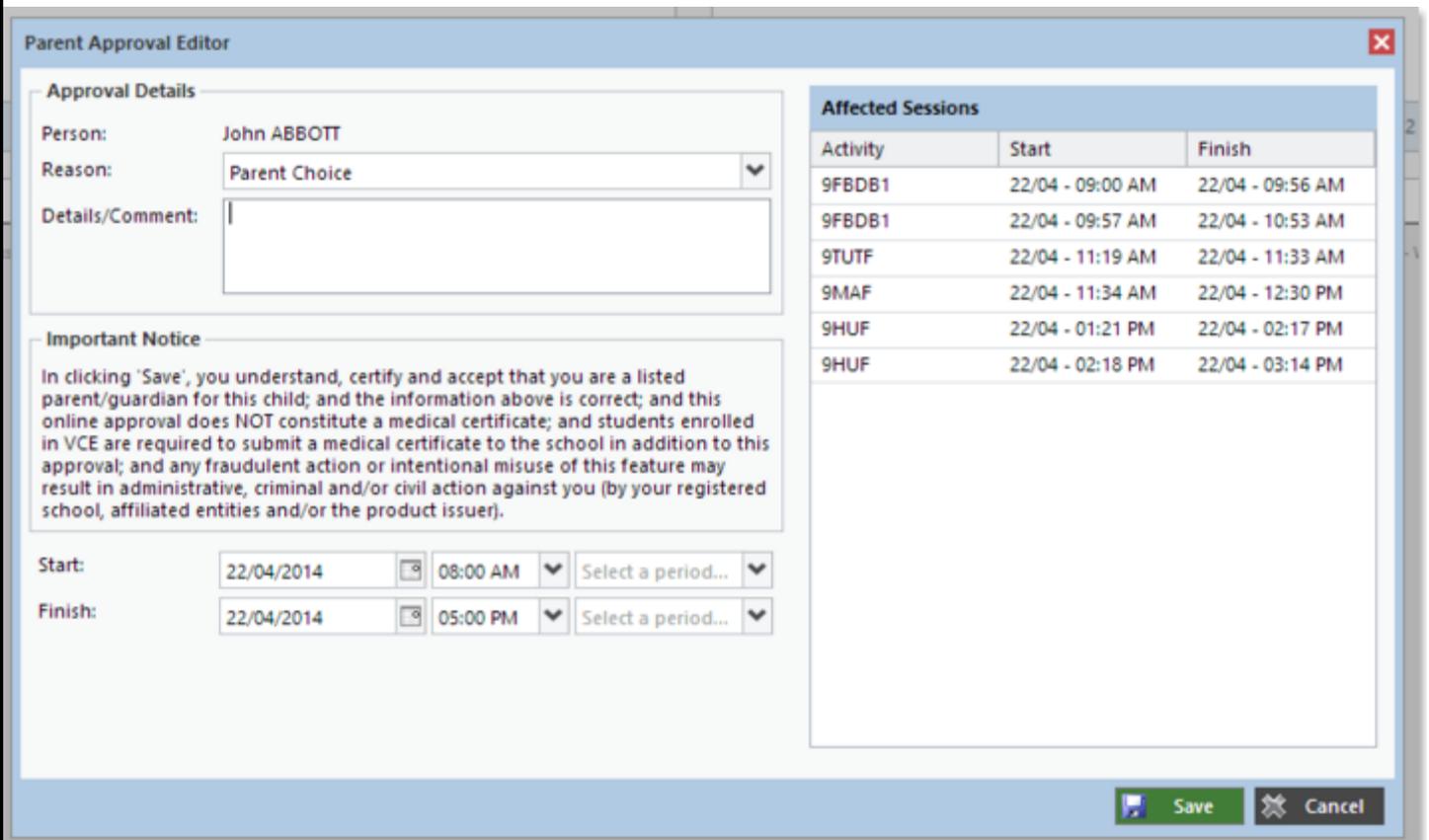
**John ABBOTT (ABB0040), 09H**

**Student Profile**  
Includes the student's schedule, attendance, and reports if available.

**Actions for John**

- Send email to John's teachers
- Add Parent Approval (Approved Absence/Late)**
- Book Parent Teacher Interviews

Clicking on the **'+ Parent Approval'** will open the 'Parent Approval Editor' screen. Parents can select a category, add notes and also select a date range for the approval.



**Parent Approval Editor**

**Approval Details**

Person: John ABBOTT

Reason: Parent Choice

Details/Comment:

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Start: 22/04/2014 08:00 AM Select a period...

Finish: 22/04/2014 05:00 PM Select a period...

**Affected Sessions**

Activity	Start	Finish
9FBDB1	22/04 - 09:00 AM	22/04 - 09:56 AM
9FBDB1	22/04 - 09:57 AM	22/04 - 10:53 AM
9TUTF	22/04 - 11:19 AM	22/04 - 11:33 AM
9MAF	22/04 - 11:34 AM	22/04 - 12:30 PM
9HUF	22/04 - 01:21 PM	22/04 - 02:17 PM
9HUF	22/04 - 02:18 PM	22/04 - 03:14 PM

Save Cancel