

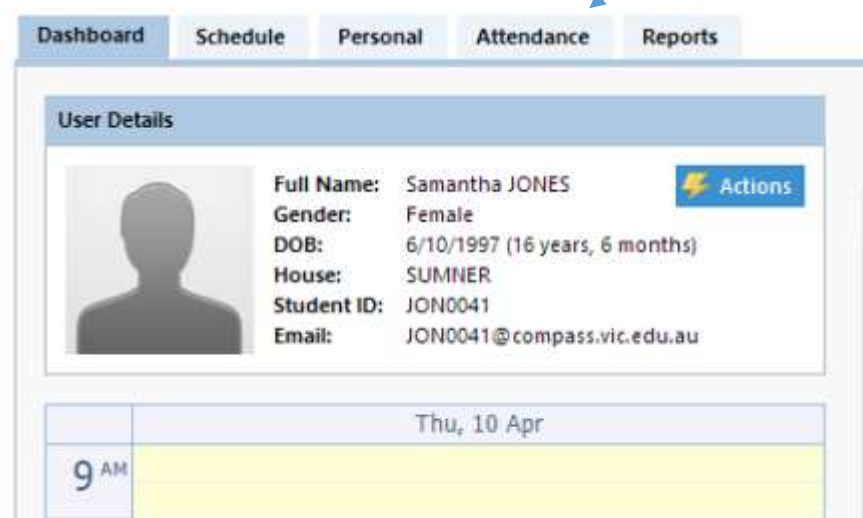
Approving your child's unexplained absence



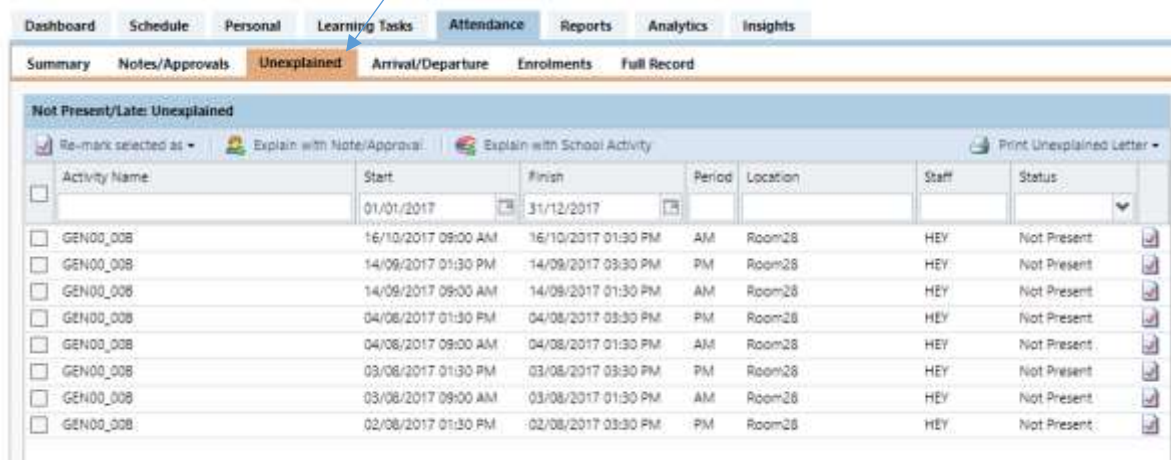
When a child is late or absent and a reason has not been entered into Compass, the absence will appear in the unexplained tab in your child's Attendance profile.

These 'unexplained' entries will need to be parent approved. Please follow the instructions below to approve the unexplained entries.

Sign into Compass and click on your child's 'Attendance' tab.

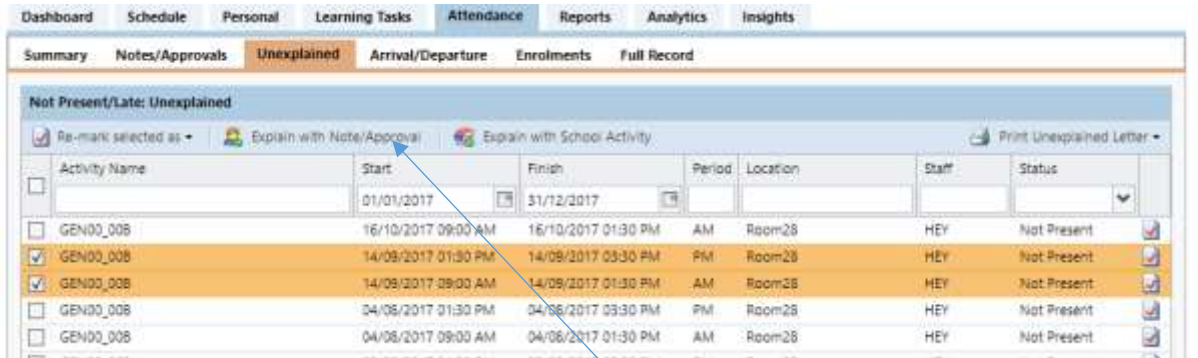


1. Then click on the 'Unexplained' tab



2. Select the day by clicking the box next to the unexplained absence and a tick will appear.

Note: if your child is away for a full day, you will be required to have two ticks, click on the morning session and the afternoon sessions of that day.



3. Then click the 'Explain with a Note/Approval' tab

A box will appear to enter the reason, click on the drop box.

Reason:

Details/Comment:

Options: Department Approved/VCE Compliant

Important Notice

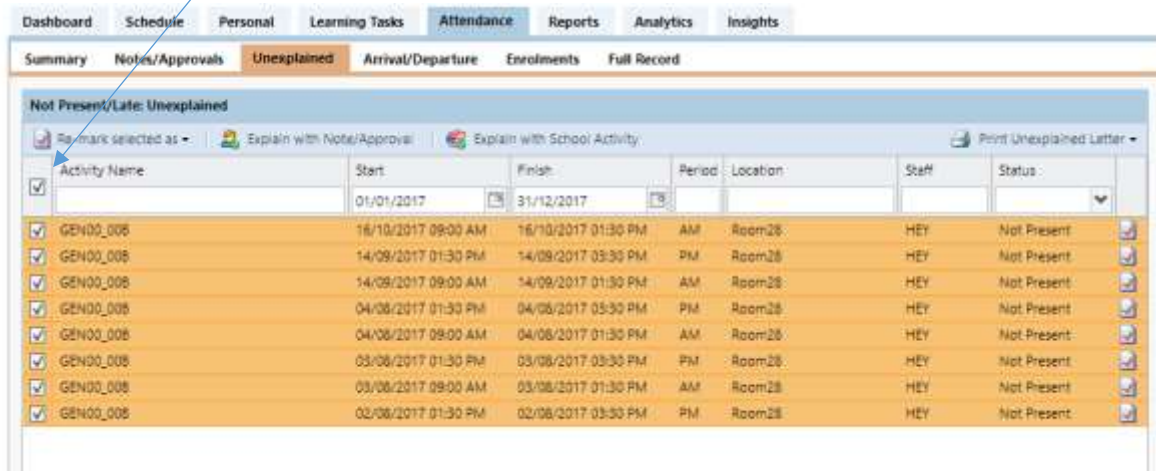
This will automatically insert the appropriate number of approvals for the selected sessions.

Audit Save Cancel

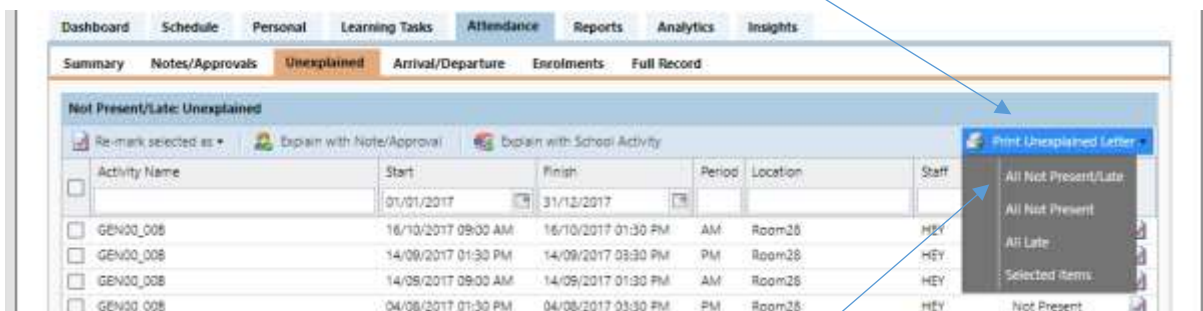
4. Select a reason and type in the Details/Comments box, then click Save.

Note: You can approve more than one unexplained absence by doing it a in larger group if the reason is the same. Just tick both sessions of each day and follow steps 2, 3 & 4.

If all unexplained are the same reason just tick the box at the top and all the entries will be selected the follow steps 3 & 4.



If you feel your child was at school on a particular day, after processing the other unexplained entries, Print an unexplained letter by selecting the 'Print Unexplained Letter button'.



Select All Not Present/Late and a report will generate.

Print the report, write explanation and sign and then return it to the school office.

Thank you for your continuing support.