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. Dashboard Schedule Personal Reports Attendance **User Details** Full Name: Samantha JONES 👙 Actions Gender: Female DOB: 6/10/1997 (16 years, 6 months) SUMNER House: Student ID: JON0041 Email: JON0041@compass.vic.edu.au Thu, 10 Apr 9 AM

1. Then click on the 'Unexplained' tab

Sum	mary Notes/Approvals Une	splained Arriv	al/Departure	Enrolments F	will Record	2			_
Not	Present/Late: Unexplained								
	Re-mark selected as 🔹 🙇 Expla	in =itti Note/Appro	val 🗌 🍕 Exp	lain with School Act	wity .		á	Print Unexplained	Letter
	Activity Name	Start.		Rinish	Perio	d Location	Staff	Status	
-		01/01/	2017	31/12/2017	[3]		a state and the		۷
	GEN00_008	16/10/	2017 09:00 AM	16/10/2017 01:3	O PM AM	Room28	HEY	Not Present	1
	GEN00_008	14/09/	2017 01:30 PM	14/09/2017 03:3	D PM PM	Room28	HEV	Not Present	1
	GEN00_008	14/09/	2017 09:00 AM	14/09/2017 01:3	OPM AM	Room28	HEY	Not Present	
1	GEN00_008	04/06/	2017 01:30 PM	04/08/2017 03:3	O PM PM	Room28	HEY	Not Present	
1	GEN00_008	04/08/	2017 09:00 AM	04/08/2017 01:3	D PM AM	Room28	HEV	Not Present .	
	GEN00_008	03/06/	2017 01:30 PM	03/08/2017 03:3	O PM PM	Room28	HEY	Not Present	- 3
1	GEN00_008	03/06/	2017 09:00 AM	03/08/2017 01:3	O PM AM	Room26	HEV	Not Present	
	GEN00_008	02/08/	2017 01:30 PM	02/08/2017 03:3	D PM PM	Room28	HEY	Not Present	

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.

Jast	iboard Schedule Per	sonal Learni	ng Tasks Attendance	Reports Analy	tics	Insights			_
Sum	imary Notes/Approvals	Unexplained	Arrival/Departure	Enrolments Full Recor	d				
No	t Present/Late: Unexplained								
	Re-mark selected as +	Explain with Not	NApproval 🙀 Expla	n with School Activity			6	Print Unexplained L	etter •
-	Activity Name		Start	Finish	Period	Location	Staff	Status	
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5	GEN00_008		16/10/2017 09:00 AM	16/10/2017 01:30 PM	AM	Room28	HEY	Not Present	4
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V.	GEN00_008		14/09/2017 09:00 AM	14/09/2017 01:30 PM	.AM	Room28	MEY	Not Present	1
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	GEN00_008		04/08/2017 09:00 AM	04/08/2017 01:30 PM	AM	Room28	HEY	Not Present	2
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3. Then click the 'Explain with a Note/Approval' tab

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

Reason:	Enter a reason 🗸
Details/Comment:	
Options:	Department Approved/VCE Compliant
Internet Mada	
This will automatical	e

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.

Sum	mary Notes/Approvals Unexpla	ined Arrival/Dep	arture 1	Enrolments Full Rec	ord				
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_	Activity Name	Start		Frist	Period	Location	Staff	Status	
<u>v</u>		01/01/2017	13	31/12/2017	3				¥
5	GEH00_008	16/10/2017 0	9:00 AM	16/10/2017 01:30 PM	AM	Room28	HEY	Not Present	
2	GEN00_008	14/09/2017 0	1:30 PM	14/09/2017 03:30 PM	Dist	Room28	HEY	Not Present.	
7	GEN00_008	14/09/2017 0	MA 00:9	14/09/2017 01:50 PM	AM.	Appm28	HEY	Not Present	
7	GEN00_005	04/08/2017 0	1:30 PM	04/08/2017 05:30 PM	PM	Room28	HEY	Not Present	
1	GEN00_00B	04/08/2017 0	MA 00.8	04/08/2017 01:30 PM	AM	Room26	HEY	Not Present	
₹.	GEN00_008	03/08/2017 0	1.30 PM	03/08/2017 03:30 PM	₽M	Room28	HEY	Not Present	
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~	GE1400_008	02/08/2017 0	1-30 PM	02/08/2017 03:53 PM	PM.	Room28	HEY	Not Present	

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'.

Sun	umary Notes/Approvals Unexp	lained Arrival/Departure	Enrolments Full Recor	đ			
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	Re-mark selected as • 🛛 🧟 Dopion	with Note/Approval 🛛 🍕 Dipla	n with School Activity				G Print Unexplained Letter
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۵	GEN00_008	16/10/2017 09:00 AM	16/10/2017 01:30 PM	AM.	Room28	HEY	
	GEN00_008	14/09/2017 01:30 PM	14/09/2017 03:30 PM	PM.	Room28	HEY	An Line
	GEN00_008	14/09/2017 09:00 AM	14/09/2017 01:30 PM	AM	Room26	HEY	Selected items
m	GEN00 008	04/05/2017 01:50 PM	04/08/2017 03:50 FM	PM.	Room28	HEY	Not Present

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.