

Compass Adding a Parent Approval

You can now add Parent absence approvals. This may be a quicker alternative to calling or sending a note.

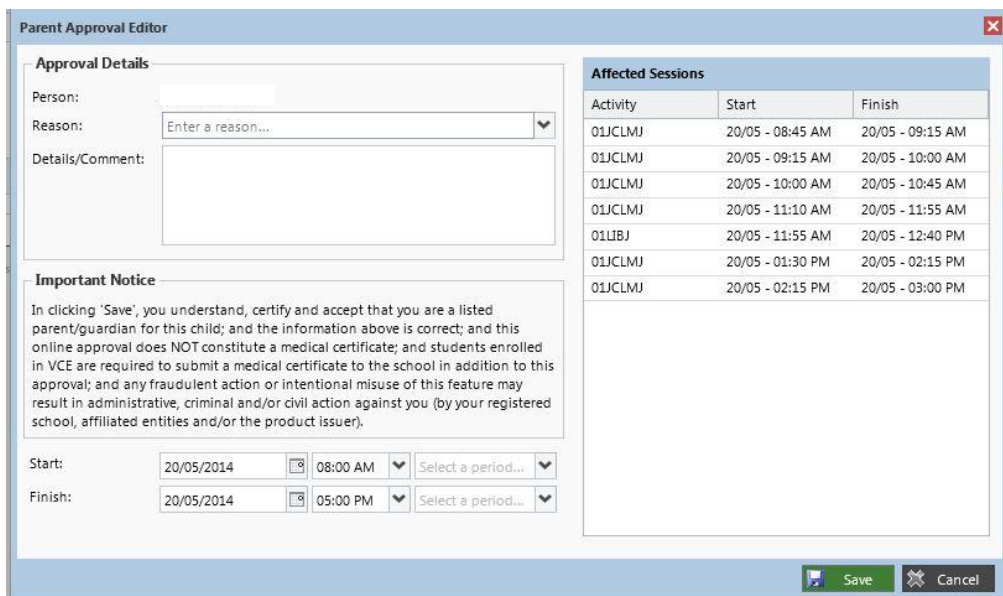
1. Login using your Username and Password.
The details were provided in the Compass Letter sent home April 2014.

**First time users will be asked to update their email and phone number as well as change their password to a numeric password.*

2. On the Home screen you can select 'Student Profile'
This will take you to your child's schedule, attendance record and reports
3. On the Home screen you can also select 'Actions'
Choose 'Add a Parent Approval' for an absence or 'Send an email to Teachers.'



4. Add a Reason, Date and Start/Finish/Period time.
It is a good idea to keep a note of when your child is absent in a diary.



Parent Approval Editor

Approval Details

Person:

Reason:

Details/Comment:

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).

Start: 20/05/2014 08:00 AM

Finish: 20/05/2014 05:00 PM

Affected Sessions

Activity	Start	Finish
01JCLMJ	20/05 - 08:45 AM	20/05 - 09:15 AM
01JCLMJ	20/05 - 09:15 AM	20/05 - 10:00 AM
01JCLMJ	20/05 - 10:00 AM	20/05 - 10:45 AM
01JCLMJ	20/05 - 11:10 AM	20/05 - 11:55 AM
01LBJ	20/05 - 11:55 AM	20/05 - 12:40 PM
01JCLMJ	20/05 - 01:30 PM	20/05 - 02:15 PM
01JCLMJ	20/05 - 02:15 PM	20/05 - 03:00 PM

Save Cancel