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.*