

ATTENDANCE PARENT APPROVAL

Log onto Compass using your username and Password.

Note that the first time you log on you will be asked to check your contact details, email and mobile phone number, and then change your password.

Go to the 'Attendance: Parent approval required' on the top right hand of the screen under ' My Alerts' and click for more information.



Unapproved absences for your students will appear.

Student: I , 9_1, Year 9

Dashboard | Schedule | **Attendance**

Summary | Approvals | **Unapproved** | Arrive/Depart | Full Record

Unapproved (Not Present and Late)

Parent Approve Print Unapproved Letter

<input type="checkbox"/>	Activity Name	Start	Finish	Pd	Location	Staff	Status
<input type="checkbox"/>	9HG1	25/03 - 09:05 AM	25/03 - 09:12 AM	B	C4	BIR	Late
<input type="checkbox"/>	9FOOD91CB	19/03 - 10:10 AM	19/03 - 11:07 AM	2	A3	BUR	Late
<input type="checkbox"/>	9WWW9WWW	13/03 - 02:18 PM	13/03 - 03:15 PM	5	D3	BUR	Not Present
<input type="checkbox"/>	9WWW9WWW	13/03 - 11:39 AM	13/03 - 12:35 PM	3	D3	BUR	Late
<input type="checkbox"/>	9HUMS1	01/03 - 10:10 AM	01/03 - 11:07 AM	2	LIBR	COX	Not Present
<input type="checkbox"/>	9ENGL1	01/03 - 09:13 AM	01/03 - 10:09 AM	1	B8	COX	Not Present
<input type="checkbox"/>	9HG1	01/03 - 09:05 AM	01/03 - 09:12 AM	B	C4	BIR	Not Present
<input type="checkbox"/>	9FOOD91CB	28/02 - 02:28 PM	28/02 - 03:25 PM	5	A3	BUR	Late
<input type="checkbox"/>	9HUMS1	26/02 - 02:18 PM	26/02 - 03:15 PM	5	LIBR	COX	Not Present
<input type="checkbox"/>	9MATH1	22/02 - 02:18 PM	22/02 - 03:15 PM	5	A6	ROB	Not Present
<input type="checkbox"/>	9HUMS1	19/02 - 02:18 PM	19/02 - 03:15 PM	5	LIBR	COX	Late
<input type="checkbox"/>	9WELD91BB	18/02 - 02:18 PM	18/02 - 03:15 PM	5	H1	RID	Late
<input type="checkbox"/>	9HG1	18/02 - 09:05 AM	18/02 - 09:12 AM	B	C4	BIR	Late

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Tick these boxes

To approve these absences

- place a tick in the left hand box next to the activity name
- select 'parent approve' above the boxes.
- the Parent Approval Editor will appear as shown below.
- parents need to select the reason for the approval
- Then click the save button at the bottom.