

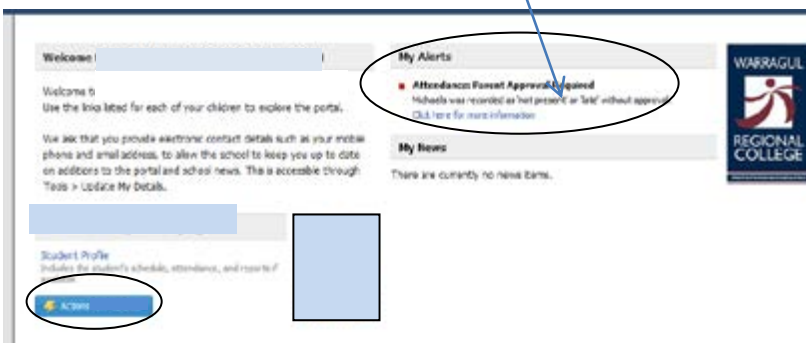


## ATTENDANCE PARENT APPROVAL

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.

Tick these boxes

Student: | ,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	Rd	Location	Staff	Status
<input type="checkbox"/>	SHG1	25/03 - 09:05 AM	25/03 - 09:12 AM	8	C4	BR	Late
<input type="checkbox"/>	SFOODS1CB	19/03 - 10:10 AM	19/03 - 11:07 AM	2	A3	BUR	Late
<input type="checkbox"/>	SWWW9WWW	13/03 - 02:10 PM	13/03 - 03:15 PM	5	D3	BUR	Not Present
<input type="checkbox"/>	SWWW9WWW	13/03 - 11:39 AM	13/03 - 12:35 PM	3	D3	BUR	Late
<input type="checkbox"/>	SHUMS1	01/03 - 10:10 AM	01/03 - 11:07 AM	2	LBR	COX	Not Present
<input type="checkbox"/>	SENGL1	01/03 - 09:13 AM	01/03 - 10:09 AM	1	B6	COX	Not Present
<input type="checkbox"/>	SHG1	01/03 - 09:05 AM	01/03 - 09:12 AM	8	C4	BR	Not Present
<input type="checkbox"/>	SFOODS1CB	28/02 - 02:28 PM	28/02 - 03:25 PM	5	A3	BUR	Late
<input type="checkbox"/>	SHUMS1	26/02 - 02:18 PM	26/02 - 03:15 PM	5	LBR	COX	Not Present
<input type="checkbox"/>	SMATH1	22/02 - 02:18 PM	22/02 - 03:15 PM	5	A6	ROB	Not Present
<input type="checkbox"/>	SHUMS1	19/02 - 02:18 PM	19/02 - 03:15 PM	5	LBR	COX	Late
<input type="checkbox"/>	SWELDS1BB	18/02 - 02:18 PM	18/02 - 03:15 PM	5	H1	RD	Late
<input type="checkbox"/>	SHG1	18/02 - 09:05 AM	18/02 - 09:12 AM	8	C4	BR	Late

Page 1 of 1 | Items 20 | Displaying 1 - 13 of 13

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.



# COMPASS

## School Manager

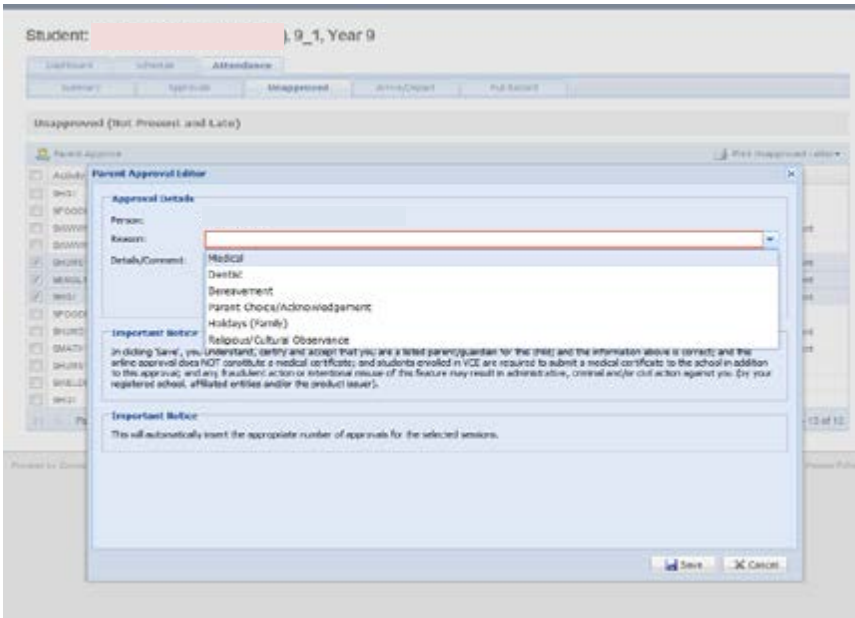
WARRAGUL




REGIONAL  
COLLEGE

PARTICIPATION & EXCELLENCE

## SCHOOL NOTICES



The Parent Approval Editor page can also be reached by selecting the 'Actions' (  Actions ) button (on the bottom left of the Compass welcome page) and clicking on the 'add parent approval'.