

ADD A STUDENT ABSENCE ON COMPASS via WEB BROWSER

Step 1

Log into Compass via Web Browser

Step 2

Select Add Attendance Note (Approval Absence/Late)

Welcome to the St Martin of Tours Primary School - Rosanna Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

Student Name

- Profile (Attendance, Schedule, Reports)
- Send email to Sienna's teachers
- Add Attendance Note (Approved Absence/Late)**
- View Academic Reports

Student Name

- Profile (Attendance, Schedule, Reports)
- Send email to Fletcher's teachers
- Add Attendance Note (Approved Absence/Late)**
- View Academic Reports

Compass

My News

The Cloak Newsletter
Dear Parents,
Please click here to read our current newsletter.
Sep 10th by Veronica Castles

Road Closure
Dear Parents,
Please be aware that YARRA VALLEY WATER are currently undertaking works in Llewellyn Street and Dobson Avenue.
One of these roads will be closed today and maybe through the week.
2 days ago by Megan Williams

Disco
Dear Parents,
Thanks to all those who have returned their disco permission slips - these are due back today as we need to organise catering.
At this stage we require helpers for the Yr 2, 3, 6, 4 session (3:00 - 4:30pm) - currently we have
2 days ago by Megan Williams [See More]

Welcome to Compass
If you have any queries or questions, please come to the GECCO on Thursday 13th September between 3pm and 4pm.
Thank you for your patience and support.
Sep 5th by Megan Williams

Step 3

Select Reason from the drop down menu

Select Start and End Dates

Select Save

Student: **Student Name** - YEAR 6A, Year 6 Active

Attendance Note Editor

Note Details

Person: **Student Name**

Reason: Enter a reason... ▼

Details/Comment:

- Illness**
Student is not at school due to illness.
- Medical Appointment**
Student is not at school, attending a medical appointment.
- Refusal**
Student refuses to attend school, and parent/guardian knows and approves.
- Bereavement**
Includes funeral, death in the family, absence due to a death.
- Truancy**
Parent knows about absence, but doesn't approve, or parent doesn't know about absence.
- Parent Choice**
Parent explained, other reasons.
- Family Holiday**

Important Notice
In clicking 'Save', you will be confirming the absence; you will also be certifying the child; and the information will be added to the student's record; in addition to this approval, you will be approving the administrative, criminal and/or the product issuer).

Start: 19/09/2018 08:00 AM ▼ Select a period... ▼

Finish: 19/09/2018 05:00 PM ▼ Select a period... ▼

Potentially Affected Sessions

Activity	Start	Finish
HG_YEAR 6A (Home ...	19/09/2018 09:00 AM	19/09/2018 12:00 PM
HG_YEAR 6A (Home ...	19/09/2018 12:00 PM	19/09/2018 03:30 PM

Save Cancel

Please note this replaces parents sending a note or email to the teacher.