

# Parent Guide

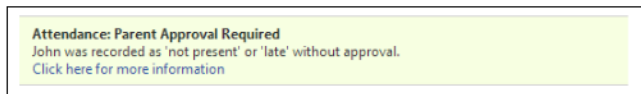
Knowledge Base > Attendance > Parent Guide

## Unexplained Not Present/Late Attendance statuses

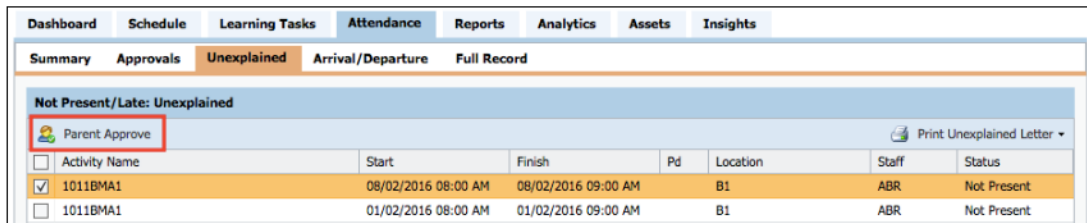
If a school has the Parent Login module enabled within their Compass portal, the parents will be able to access the record(s) or their student(s) via Compass. They can also enter Note/Approvals directly into Compass.

When a parent logs into Compass they see a list of their student(s) on the left hand side of the screen.

If the student has any unexplained absences that need approving an alert will appear in the top of the right hand side of their Compass homepage.

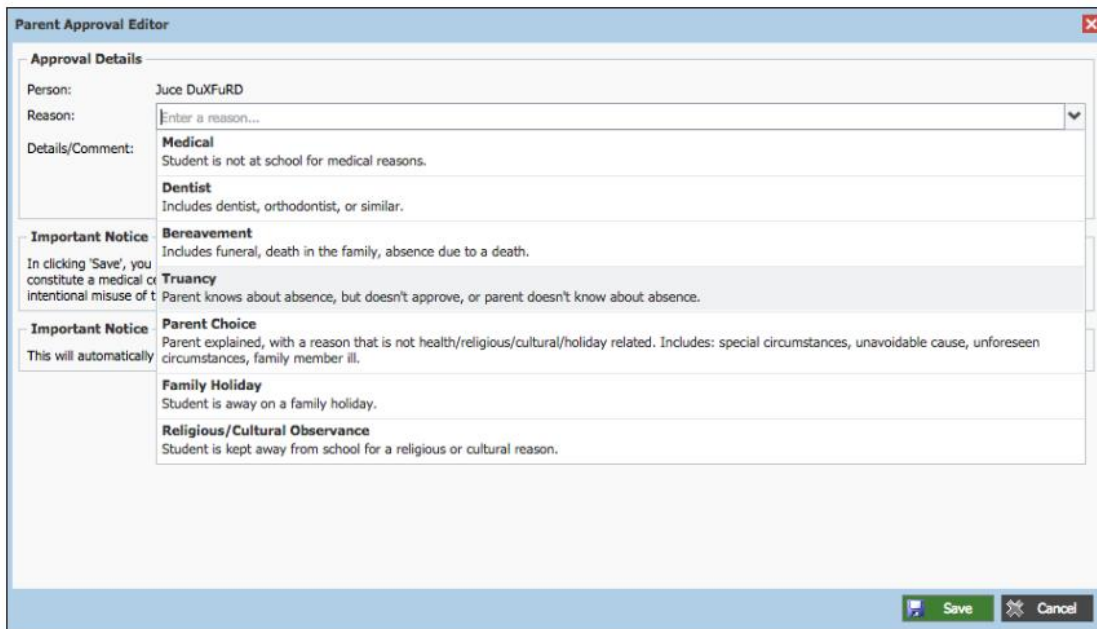


By clicking on this alert they will see a list of all of the instances where the student has been marked late or not present and these are not covered by any form of approval. The parent can then select the sessions that they want to approve and then click the "Parent Approve" button at the top of the grid.



Dashboard	Schedule	Learning Tasks	Attendance	Reports	Analytics	Assets	Insights
Summary	Approvals	Unexplained	Arrival/Departure	Full Record			
<b>Not Present/Late: Unexplained</b>							
<input type="checkbox"/> Parent Approve							Print Unexplained Letter ▾
<input type="checkbox"/>	Activity Name	Start	Finish	Pd	Location	Staff	Status
<input checked="" type="checkbox"/>	1011BMA1	08/02/2016 08:00 AM	08/02/2016 09:00 AM		B1	ABR	Not Present
<input type="checkbox"/>	1011BMA1	01/02/2016 08:00 AM	01/02/2016 09:00 AM		B1	ABR	Not Present

This will add a Note/Approval into the system, with the creator listed as the parent account.



**Parent Approval Editor**

**Approval Details**

Person: Juce DuXFuRD

Reason:

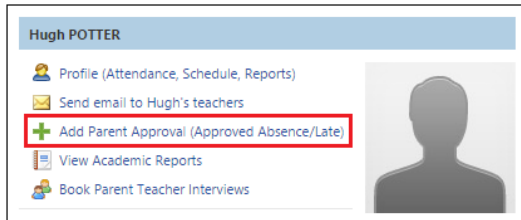
Details/Comment:

- Medical**  
Student is not at school for medical reasons.
- Dentist**  
Includes dentist, orthodontist, or similar.
- 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, with a reason that is not health/religious/cultural/holiday related. Includes: special circumstances, unavoidable cause, unforeseen circumstances, family member ill.
- Family Holiday**  
Student is away on a family holiday.
- Religious/Cultural Observance**  
Student is kept away from school for a religious or cultural reason.

Parents cannot edit or delete approvals once an approval has been entered into Compass and will need to contact the school if an approval needs amending.

## Adding a Note/Approval

Parents can also add approvals ahead of time using the Action Button next to their student's name from the Compass home page. This allows them to add an approval and select the date range for the approval.

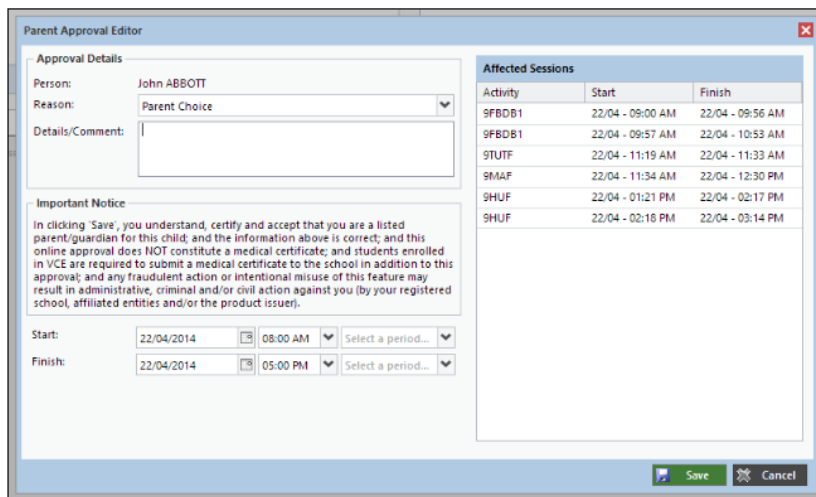


**Hugh POTTER**

- Profile (Attendance, Schedule, Reports)
- Send email to Hugh's teachers
- Add Parent Approval (Approved Absence/Late)**
- View Academic Reports
- Book Parent Teacher Interviews

Clicking on the "Add Note/Approval" option will open the Note/Approval Editor screen. Parents can select a category, add notes and also select a date range for the approval. Once these details are entered, click on the "Save" button and this information will be recorded against the student's attendance approvals tab on their profile.

Clicking on the "Add Note/Approval" option will open the Note/Approval Editor screen. Parents can select a category, add notes and also select a date range for the approval. Once these details are entered, click on the "Save" button and this information will be recorded against the student's attendance approvals tab on their profile.



**Parent Approval Editor**

**Approval Details**

Person: John ABBOTT

Reason: Parent Choice

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: 22/04/2014 08:00 AM Select a period...

Finish: 22/04/2014 05:00 PM Select a period...

**Affected Sessions**

Activity	Start	Finish
9FDBB1	22/04 - 09:00 AM	22/04 - 09:56 AM
9FDBB1	22/04 - 09:57 AM	22/04 - 10:53 AM
9TUTF	22/04 - 11:19 AM	22/04 - 11:33 AM
9MAF	22/04 - 11:34 AM	22/04 - 12:30 PM
9HUF	22/04 - 01:21 PM	22/04 - 02:17 PM
9HUF	22/04 - 02:18 PM	22/04 - 03:14 PM

Save Cancel