



STUDENT ABSENCE APPROVAL

Please inform the school if your child is going to be absent from school as early as possible (on or before the day of the absence) via Compass School Manager.

1. From the Home Page select the relevant **Student Profile**.

Welcome to the Montmorency Primary School 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)
- Add Parent Approval (Approved Absence/Late)
- View Academic Reports

My News

There are no news items.

2. Select the Attendance tab.

Dashboard Schedule **Learning Tasks** Attendance Reports Analytics Insights

Student Name

Details: Male - 8 years,
Groups: BLUE, 12S, Year 2
Student ID:

+ Add

Thursday, 05 November 2015

8am	
9am	9:00: 1 - 12GEN_12S - STR1
10am	
11am	

Student Chronicle

No Chronicle Entries to display

3. Select the Approvals tab.
4. Select +Add Parent Approval.

Dashboard **Approvals** Learning Tasks Attendance Reports Analytics Insights

Summary Approvals Unexplained Arrival/Departure Full Record

Parent Approvals

+ Add Parent Approval

Start	Finish	Reason	Entered By	V	Entered
05/11/2015 09:00...	05/11/2015 03:30...	Medical	(Parent) Ms J...	-	05/11
02/11/2015 09:00...	02/11/2015 03:30...	Holiday	(Parent) Ms J...	-	05/11

Page 1 of 1 Items 20 1 - 2 of 2

School Activities

Start	Finish	Name	Location
There are no school activities for this user			

Page 0 of 0 Items 20

5. Select the relevant Start and Finish dates and times.

Dashboard Schedule Learning Tasks **Attendance** Reports Analytics Insights

Parent Approval Editor

Approval Details

Person:

Reason:

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: 05/11/2015 08:00 AM

Finish: 05/11/2015 05:00 PM

Potentially Affected Sessions

Activity	Start	Finish
12GEN_12S (Yr 1&2 ...	05/11/2015 09:00 AM	05/11/2015 02:30 PM
12GEN_12S (Yr 1&2 ...	05/11/2015 02:30 PM	05/11/2015 03:30 PM

Save Cancel

November 2015

6. Use the drop down arrow to select the appropriate Reason for the student absence.

Parent Approval Editor

Approval Details

Person:

Reason:

Details/Comment: **Medical**
Student is not at school for medical reasons.

Important Notice

In clicking 'Save', you child and the informa medical certificate; ar the school in addition feature may result in school affiliated enti

Start:

Finish:

Potentially Affected Sessions

Activity	Start	Finish
12GEN_12S (Yr 1&2 ...	05/11/2015 09:00 AM	05/11/2015 02:30 PM
12GEN_12S (Yr 1&2 ...	05/11/2015 02:30 PM	05/11/2015 03:30 PM

Save Cancel

7. Click on Save and Accept.

The absence will now be transferred to the class roll as a Parent Approved Absence.

You can access the Compass Portal through the School Website.