



# How to add an Attendance Approval Note using Compass Parent Portal

Welcome to the Westgrove 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.

**1** My News

**Attendance: Attendance Note Required**  
was recorded as 'not present' or 'late' without explanation.  
[Click here for more information](#)

There are no news items.

**2** Profile (Attendance, Schedule, Reports)  
**+ Add Attendance Note (Approved Absence/Late)**  
View Academic Reports  
Book Parent Teacher Interviews

1. "My News" will show you if an Attendance Note is required
2. Click "Add Attendance Note"

Attendance Note Editor

**Note Details**

Person: [Redacted]

Reason: Enter a reason...  
**3** **Illness/Medical**  
Student is not at school due to illness.  
**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.

**Potentially Affected Sessions**

Activity	Start	Finish
GEN06_06B (General...	25/06/2018 09:00 AM	25/06/2018 01:47 PM
GEN06_06B (General...	25/06/2018 02:17 PM	25/06/2018 03:15 PM

Save Cancel

3. Select the reason for your child's absence



## How to add an Attendance Approval Note using Compass Parent Portal

**Attendance Note Editor**

**Note 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:

Finish:

**Potentially Affected Sessions**

Activity	Start	Finish
GEN06_06B (General...	25/06/2018 09:00 AM	25/06/2018 01:47 PM
GEN06_06B (General...	25/06/2018 02:17 PM	25/06/2018 03:15 PM

**4** **5** **6**

4. Enter the start/end date & time that your child will be/has been affected by the absence (for a full day of absence, ensure you select times that cover from 9:00am to 3:15pm like the example above)
5. Check that the times you have selected will affect the appropriate sessions that the child was absent for
6. Click "Save" to save the Attendance Note to Compass, your approval will automatically be added to your child's roll and attendance data