

🖸 Compass 🖀 🗰 🖉 🏢 🚢 🚖	*
Welcome back, ! Westgrove Primary School	Parent Student Teacher Conference X 2022 Year 1-6 Assessment Click here for booking
Student Name	Attendance: Attendance Note Required was recorded as 'not present' or 'late' without explanation. Click here for more information
 Profile (Attendance, Schedule, Reports) Send email to teachers 	Attendance: Attendance Note Required was recorded as 'not present' or 'late' without explanation. Click here for more information
 Add Attendance Note (Approved Absence/Late) View Academic Reports Book Parent Student Teacher Conference 	My News

- 1. You will see a notification on your homepage if an Attendance Note is required due to unexplained absence. Clicking this link will take you to all Unexplained Absences, to which you can enter Attendance Notes to explain.
- 2. You can also select **Add Attendance Note** which will take you directly to the Attendance Note Editor to create a note for that student

Note Details			Potentially Affected Sessions		
Person:			Activity	Start	Finish
Reason:	Enter a reason	~	GEN06 06B (General	25/06/2018 09:00 AM	25/06/2018 01:47 P
Details/Comment:	Illness/Medical Student is not at school due to illness.	•	GEN06_06B (General	25/06/2018 02:17 PM	25/06/2018 03:15 P
3	Dentist Includes dentist, orthodontist, or similar.				
Important Notice In clicking 'Save', you child; and the inform certificate; and stude addition to this appro	Bereavement Includes funeral, death in the family, absence due to a death.	-			
	t 1 Truancy Parent knows about absence, but doesn't approve, or parent doesn't know about absence.				
administrative, crimir and/or the product is Start: Finish:	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.	-			

3. Select the reason for your child's absence



Attendance Note Ec	litor			
- Note Details -		Potentially Affected Sessions		
Person:		Activity	Start 🔺	Finish
Reason:	Medical/Illness	GEN06_06H (Generalis	02/05/2022 09:00 AM	02/05/2022 01:45 PM
Details/Comment:		GEN06_06H (Generalis	02/05/2022 02:25 PM	02/05/2022 03:15 PM
4				
In clicking 'Save', you information above is enrolled in VCE are re fraudulent action or	Ce understand, certify and accept that you are a listed parent/guardian for this child; and the correct; and this online approval does NOT constitute a medical certificate; and students equired to submit a medical certificate to the school in addition to this approval; and any ntentional misuse of this feature may result in administrative, criminal and/or civil action	6		
against you (by your	registered school, affiliated entities and/or the product issuer).	+ Add Attachments		
Start:	02/05/2022 🔤 08:00 AM 💙 Select a period 💙	Filename		
Finish:	02/05/2022 05:00 PM Select a period			
		7		
			8 [J Save 💥 Cancel

4. Enter any further details that the school should know regarding this absence.

5. 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)

6. Check that the times you have selected will affect the appropriate sessions that the child was absent/late for

7. You may choose to upload any supporting documents, such as doctor's notes.

8. Click "Save" to save the Attendance Note to Compass, your approval will automatically be added to your child's roll and attendance data