



## Compass Guide for Parents

### No. 3 Absence Notes

There is two kinds of reasons to enter an absence note.

1. You know in advance of an absence (an upcoming Absence)  
Got to page 2.
2. You have been notified of an absence and you need to give a reason (an Unexplained Absence)  
Go to page 3.

**Note** - You can use the Compass Kiosk in the BEPS school office area to permit **late arrivals and early departures** to/from school. You don't need to enter an absence note into Compass as well as this.

Compass Kiosk sign in must be done by a parent or carer, not by the student.

## How To: Add an Attendance Note for an upcoming Absence

If your child is going to be away, you can add in an Attendance note to advise the school.

To do so, click 'Add Attendance Note (Approved Absence/Late)'.

The screenshot shows the Compass portal for Magic P-12 College. On the left, there are two student profiles: Stephen CORNFOOT and Euan ABERCROMBIE. For Stephen, the 'Add Attendance Note (Approved Absence/Late)' option is highlighted with a red box. On the right, there are several promotional banners: 'Order your MSP school photos' with the msp photography logo, 'Course Confirmation/School Payments', 'Payments', 'Newsletter' (Mar 2nd by Liz Larson), and 'School Jumper Orders' (Feb 3rd by Eliza Elderflower) with images of school jumpers.

A Note screen will open. Select the applicable reason from the drop down list; add in any additional information if applicable in the Details/Comment box. Select the start and finish date/time of the absence and click 'Save'.

The screenshot shows the 'Attendance Note Editor' form. It has a 'Note Details' section with fields for 'Person' (Euan ABERCROMBIE), 'Reason' (a dropdown menu with 'Enter a reason...' selected), and 'Details/Comment'. Below this is an 'Important Notice' section with a warning about the legal implications of using the feature. At the bottom, there are 'Start' and 'Finish' fields, each with a date picker (24/06/2020), a time dropdown (08:00 AM and 05:00 PM respectively), and a 'Select a period...' dropdown. A red box highlights the 'Reason' dropdown and the 'Start' and 'Finish' fields. At the bottom right, there are 'Save' and 'Cancel' buttons.

| Activity         | Start               | Finish              |
|------------------|---------------------|---------------------|
| SPO10B (Sport)   | 24/06/2020 09:51 AM | 24/06/2020 10:48 AM |
| BIO10B (Biology) | 24/06/2020 11:12 AM | 24/06/2020 12:09 PM |

## How To: Add an Attendance Note for an Unexplained Absence

If your child has been marked Not Present without an explanation, you will be required to add an Attendance Note.

You will see an alert on your homescreen.

### Welcome to the Magic P-12 College 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.





**My News**

**Order your MSP school photos**

 You can now order your MSP school photo packs through your Compass portal. [Click here to place your order today!](#)

**Course Confirmation/School Payments**

Course confirmation and/or school payments available for completion. [Click here to proceed](#)

**Payments Centre**

Did you know that payments can be made through Compass for school fees, events, and voluntary contributions? [Click here for more information](#)

**Event Consent/Payment Required**

There is 1 event awaiting your consent and/or payment. [Click here for more information](#)

**Attendance: Attendance Note Required**

Euan was recorded as 'not present' or 'late' without explanation. [Click here for more information](#)

**Magic High Newsletter 2020**

This months newsletter is now available for viewing. Another busy month at Magic P12! Inside you'll find:

- o Sports Carnival Photos
- o Year 6 School Camp information
- o Success at the Regional Science Competition
- o Holiday activity vouchers from local businesses!

[Newsletter](#)

Sep 1st by Liz Larson

**Euan ABERCROMBIE**

-  Profile (Attendance, Schedule)
-  Send email to Euan's teachers
-  Add Attendance Note (Approved Absence/Late)
-  Order Photos
-  Book Parent Student Teacher Conference



**Stephen CORNFOOT**

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



Click the alert and it will take you to your child's 'Unexplained' attendance tab where you will see any sessions listed for which they were marked as Not Present or Late.

### Student: Euan ABERCROMBIE - 10B, Year 10

Active

Dashboard
Schedule
Learning Tasks
Attendance
Reports
Analytics
Insights

Summary
Notes/Approvals
Unexplained
Arrival/Departure

**Not Present/Late: Unexplained**

 Explain with Attendance Note  Print Unexplained Letter

| <input type="checkbox"/> | Activity Name | Start               | Finish              | Period | Location   | Staff | Status      |
|--------------------------|---------------|---------------------|---------------------|--------|------------|-------|-------------|
| <input type="checkbox"/> |               | 01/01/2020          | 31/12/2020          |        |            |       |             |
| <input type="checkbox"/> | MATH10B       | 18/06/2020 08:50 AM | 18/06/2020 10:48 AM |        | UNASSIGNED | SARAH | Not Present |

Select the session (or sessions) that you are adding a note for and then click 'Explain with Attendance Note'. This will cause the Attendance Note screen to pop open.

The screenshot shows a software interface for managing attendance. At the top, there are navigation tabs: Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, and Insights. Below these are sub-tabs: Summary, Notes/Approvals, Unexplained, and Arrival/Departure. The 'Unexplained' sub-tab is active, displaying a section titled 'Not Present/Late: Unexplained'. A button labeled 'Explain with Attendance Note' is highlighted with a red box. Below this is a table with columns: Activity Name, Start, Finish, Period, Location, Staff, and Status. The table contains one row for 'MATH10B' on 18/06/2020, with status 'Not Present'. An 'Attendance Note Editor' dialog box is open, containing a 'Note Details' section with fields for 'Person' (Euan ABERCROMBIE), 'Reason' (a dropdown menu with 'Enter a reason...' selected), and 'Details/Comment' (a text area). Below the form are two 'Important Notice' sections and buttons for 'Audit', 'Save', and 'Cancel'.

Select the applicable reason for the absence and add in the relevant details/comment. Click 'Save'. This will assign the attendance note to the sessions you selected and they will update to no longer show as unexplained absences.