

## **UNEXPLAINED ABSENCES**

Dear parent(s) / guardian(s),

Your child currently has some unexplained lesson absences appearing on Compass.

Could we please ask that you log onto Compass to add an attendance note. If you are unaware of the reason for the absence, please contact the school.

If you are unable to log onto Compass, please call the front office on 03 5667 9000 during school hours to request your login details.

I have included some images to assist when using a computer.

Once you have logged in you will see the following notification for an unexplained absence. Click on the blue hyperlink.



Select the classes for which you wish to make an attendance note. If it is for a whole day you must select each class for that date by clicking in the check boxes on the left.

Dashi	board Se	thedule	Learning	Tasks	Attendance	Report	s	Analyt	cs	Asset
Sum	mary Not	es Un	explained	Arrival/	Departure	Full Record				
Not	Present/Lat	e: Unexpla	ained							
2	Explain with	Attendanc	e Note	Us	e Check	Boxesto	)			
	Activity Name			Select Dates			1			
								2/2023		
	9HU1A	× ,		25/05/20	023 08:55 AM		25/0	5/2023 0	9:44	AM
	9CHA1A	_ <		24/05/20	023 02:22 PM		24/0	5/2023 0	8:11	PM
	9WSPA			24/05/20	23 01:33 PM		24/0	5/2023 0	2:22	PM
	Middle Scho	ol Detenti	on	24/05/20	23 12:43 PM		24/0	5/2023 0	1:05	PM
	9MA1A			24/05/20	23 11:54 AM		24/0	5/2023 1	2:43	PM
	9FILMA			24/05/20	23 11:05 AM		24/0	5/2023 1	1:54	AM
	QEN1A			24/05/20	23 09:44 AM		24/0	5/2023 1	033	AM

Attendance Note Edit	or		×
Note Details			
Person:	Student Name		
Reason:	Medical/Illness		~
Details/Comment:			
		Click the Down	
– Important Notic	e	arrow to show	
In clicking 'Save', you	- understand, certify and accept that you are a listed parent/guardian for this child; and the information above is corr the profiled in VCE are required to submit a medical participation to the school in addition to this approval; and are for	the options	s NOT constitute a medical
in administrative, crim	ninal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).		puse or this reactive may result

Choose the appropriate option and save your selection.

2	Explain with Attenda	nce Note		1				🗐 Print	Unexplaine		
	Activ Choose a	an Option and	Save		Finish	Period	Location	Staff	Status		
	9HU1A	- Metails									
	9CHA1A										
$\checkmark$	9WSPA	Pers	Student Blame								
$\checkmark$	Middle School Det	Reason:	Enter a reason								
$\checkmark$	9MA1A	Details/Comment:	Medical/Illness Student is not at school for medical reasons								
$\checkmark$	9FILMA		Statent is not at school for metaloan reasons.								
$\checkmark$	9EN1A		Student is not at school, attending a medical appointment.								
$\checkmark$	9EN1A		Bereavement								
	9SC1A	- Important Notice	Includes funeral, death in the family, absence due to a death.								
	9SC1A	In clicking 'Save', you certificate; and studer in administrative, crim	L Truancy								
	Sparx Lunchtime C		Parent knows about absence, but doesn't approve, or parent doesn't know about absence.								
	9FILMA		Parent Choice Parent Choice Unauthorised. Parent explained for a reason that does not fit into any category, and the reason has not been ap								
	9FILMA	Important Notice									
	9HU1A	This will automatically	Family Holi	day way on a fam	ilv bolidav						
	9MA1A		Delisions (0	way on a ram	iny nonody.						
	9SC1A		Student is k	ept away from	vance n school for a religious or cu	ultural reason.					
	9EN1A	22/05/20	J25 U 1:55 PN		22/05/2023 02:22 PM	5	KM2	KUF	NOT Pre		
	9SC1A	22/05/20	023 11:54 AN	1	22/05/2023 12:43 PM	4	P3	SGI	Not Pre		
	9MA1A	22/05/20	023 11:05 AN	1	22/05/2023 11:54 AM	3	P2	LDA	Not Pre		
	9\M/SPΔ	22/05/20	123 09·44 AN	4	22/05/2023 10:33 AM	2	GVM1	NIMC	Not Pr		

REASON	EXAMPLE/ EXPLANTION						
Medical/ illness:	Student is not at school for a medical reason						
Medical	Student is not at school, attending a medical appointment.						
Appointment							
Refusal	Student refuses to attend school and parent/guardian knows and						
	approves.						
Truancy	Parent does not know about the absence, or parent knows about absence,						
	but does not approve.						
Parent Choice	Reason is given that is not health/ religious/ cultural or holiday related.						
	Includes special circumstances, unavoidable cause, unforeseen						
	circumstances, family member ill.						
Parent Choice	No reason or reason is not health/ religious/ cultural, or holiday related.						
(Unauthorized)	Includes: Going shopping, visiting friends or relatives, missed school bus.						
Bereavement	Includes funeral, death in family, absence due to a death.						
<b>Religious/Cultural</b>	Student is kept away from school for a religious or cultural reason.						
Observance							
Family Holiday	Student is away on a family holiday.						
Welfare/Other	Welfare activities, Custody Problem, DHS intervention, Foster Care, court						
	attendance.						

Using the Compass App on your device, choose your child's profile, and either click on the blue circle

calendar icon, or scroll across to approvals, and select the days you want to add an attendance note for.

Below are some links from another school on using compass for attendance.

<u>Compass attendance note on the mobile app</u> <u>Compass attendance note via a computer</u>

Thank you,

Mirboo North Secondary College.