UNEXPLAINED ABSENCES

Dear parent(s) / guardian(s),

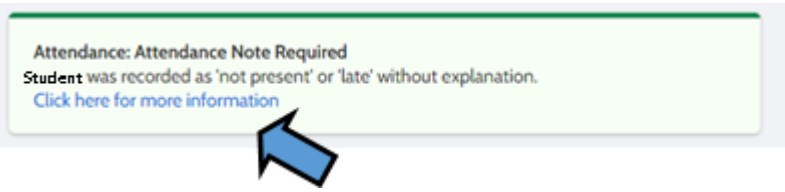
Your child currently has some unexplained lesson absences appearing on Compass.

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.

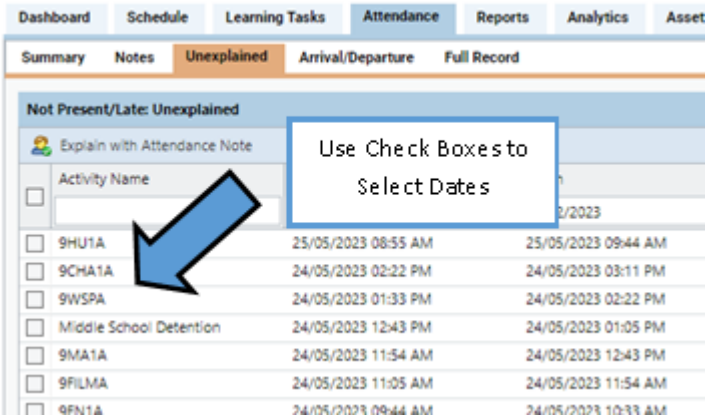
If you are unable to log onto Compass, please call the front office on 03 5667 9000 during school hours to request your login details.

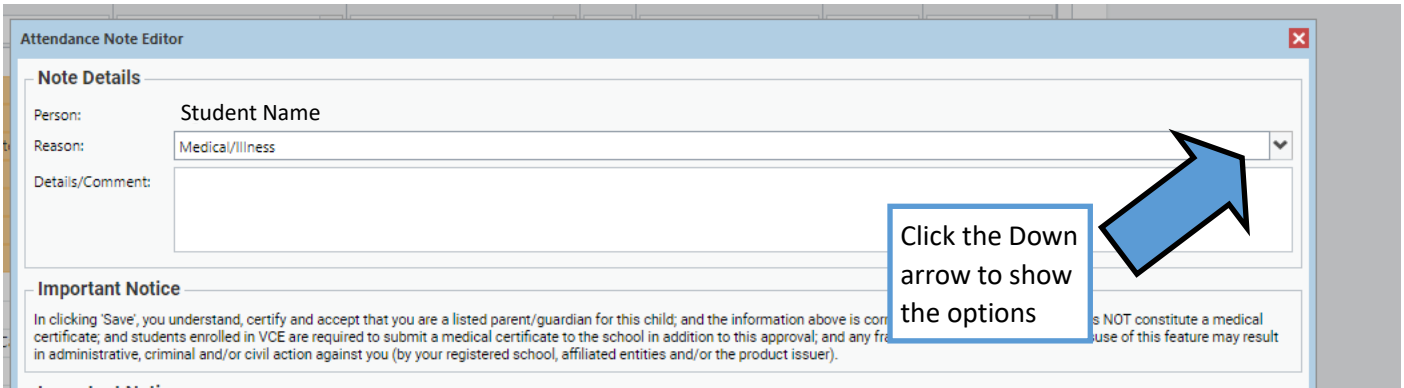
I have included some images to assist when using a computer.

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

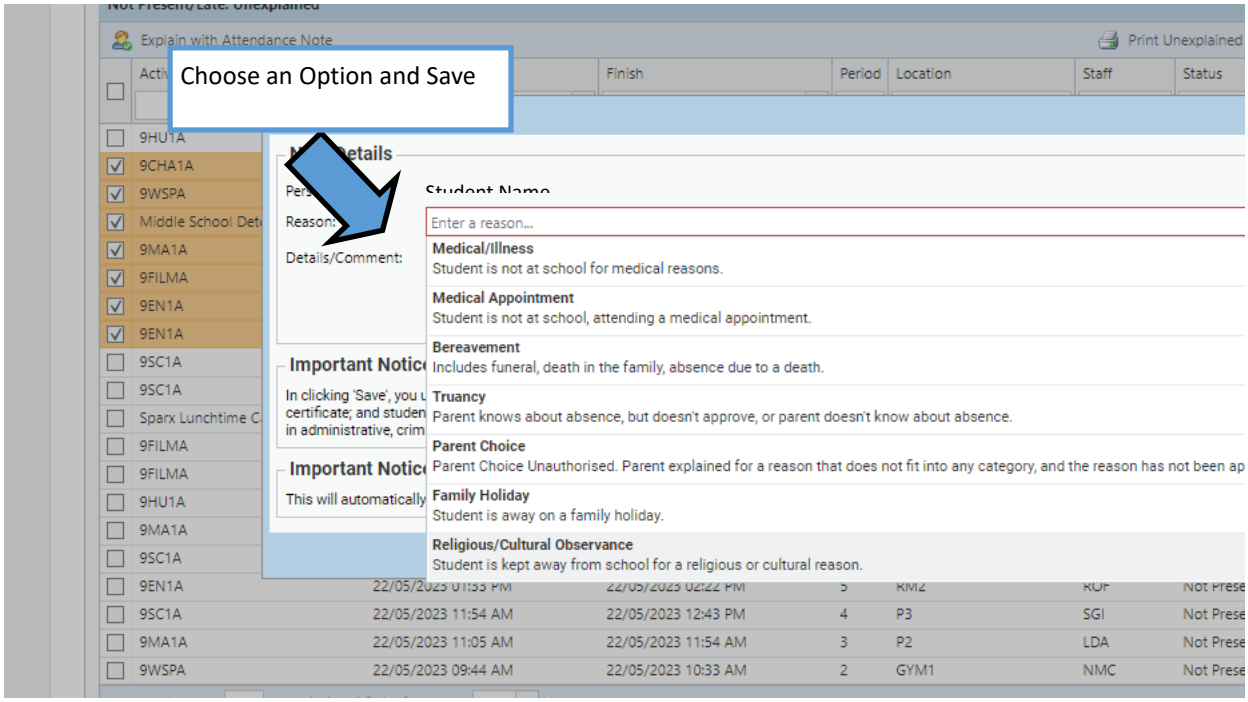


Select the classes for which you wish to make an attendance note. If it is for a whole day you must select each class for that date by clicking in the check boxes on the left.





Choose the appropriate option and save your selection.



REASON	EXAMPLE/ EXPLANTION
Medical/ illness:	Student is not at school for a medical reason
Medical Appointment	Student is not at school, attending a medical 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 (Unauthorized)	No reason or reason is not health/ religious/ cultural, or holiday related. Includes: Going shopping, visiting friends or relatives, missed school bus.
Bereavement	Includes funeral, death in family, absence due to a death.
Religious/Cultural Observance	Student is kept away from school for a religious or cultural reason.
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.

Compass attendance note on the mobile app

Compass attendance note via a computer

Thank you,

Mirboo North Secondary College.