Parent Guide

Unapproved Not Present/Lates

If a school has the Parent Login module enabled within their Compass portal the parents will be able to access student records via Compass. They can also enter parent approvals directly into Compass.

When a parent logs in to Compass they see a list of their students on the left hand side of the screen.

If the student has any unapproved absences that need approving an alert will appear in the top right hand corner of their Compass homepage.

By clicking on this alert they will see a list of all of the instances where the student has been marked late or not present and these are not covered by any form of approval. The parent can then select the approvals that they want to approve and then click the ‘+ Parent Approval’ button at the top of the grid.

Parents have access to a modified pop up window which restricts the information that a parent can enter. For example a parent cannot enter a student with a ‘Medical Certificate’ approval, nor can they see the ‘VCE Approved’ tick box.

This will add a Parent Approval into the system, with the creator listed as the parent account.

Parents cannot edit or delete approvals once an approval has been entered into Compass and will need to contact the school if an approval need amending.

Adding a Parent Approval

Parent’s can also add approvals ahead of time using the Action Button next to their student’s name from the Compass home page. This allows them to add an approval and select the date range for the approval.
Clicking on the ‘+ Parent Approval’ will open the ‘Parent Approval Editor’ screen. Parents can select a category, add notes and also select a date range for the approval.