
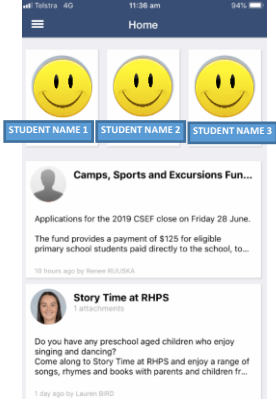



## How to Enter Unexplained Absences

### كيفية ادخال سبب الغياب للغيابات الغير موضحة Açıklanmamış Devamsızlık Nasıl Girilir

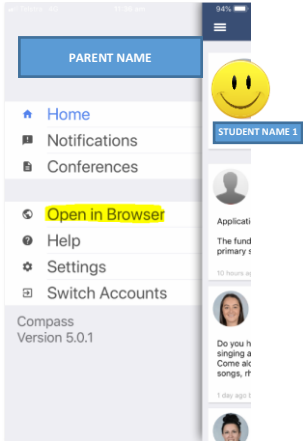
When you log into Compass, go to the hamburger icon  in the top left corner;



عند الدخول الى كومباس أضغط على الايقونة التالية  في الزاوية العليا على اليسار

Compass programına giriş yaptığınızda sol üst köşedeki  simgeye girin

Open in Browser from the menu so you can access your **My News Feed**;



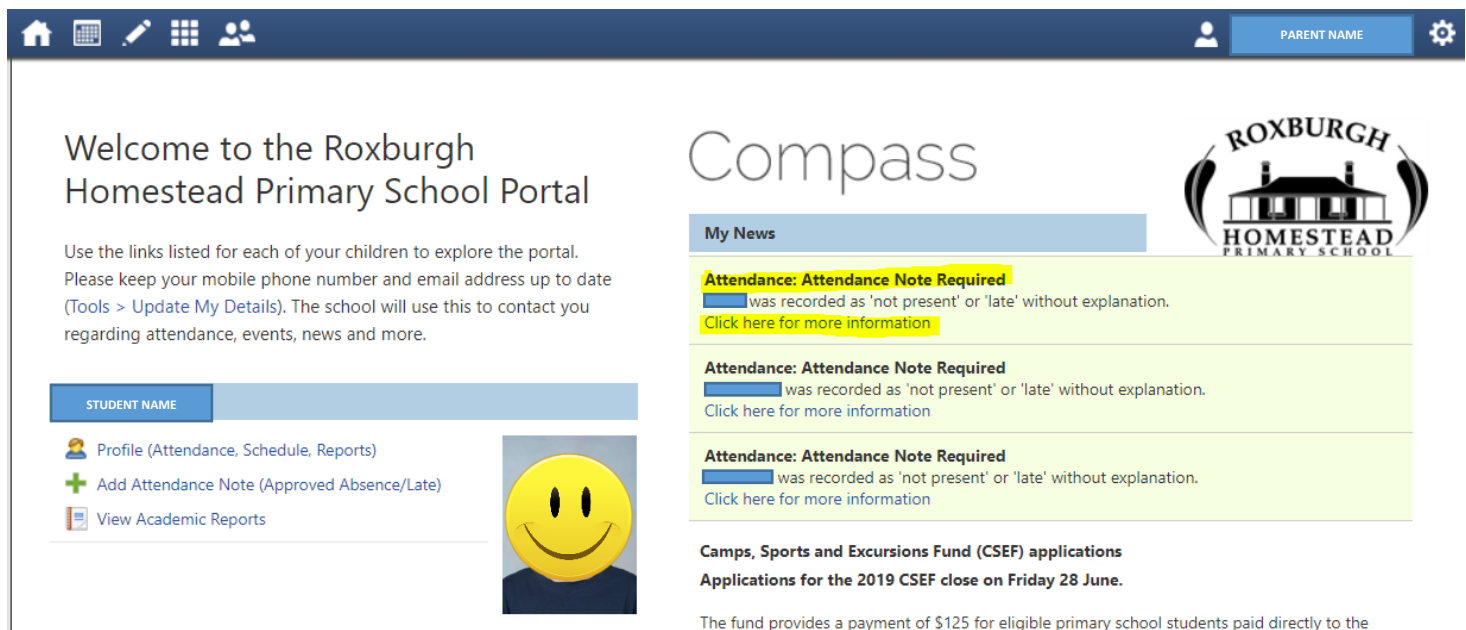
أختر Open in Browser من القائمة حتى تكون قادراً على الدخول الى قائمة الاخبار **My News Feed**

Menüden **Open in Browser** seçeneğini açın, böylece '**My News Feed**' haber listesine girebilirsiniz.

In the **My News** you will see **"Attendance: Attendance Note Required"** for you to enter any unexplained absences by selecting **"Click here for more information"**;

في **My News** سوف ترى **"Attendance: Attendance Note Required"** لإدخال سبب الغياب بإختيار **"Click here for more information"**

**My News** listesinde **"Attendance: Attendance Note Required"** seçeneğin görebileceksiniz, oradanda **"Click here for more information"** girerek, açıklanmayan devamsızlıkların nedenini seçe bilirsiniz



Welcome to the Roxburgh Homestead Primary School 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.

STUDENT NAME

- Profile (Attendance, Schedule, Reports)
- + Add Attendance Note (Approved Absence/Late)
- View Academic Reports

Compass

ROXBURGH HOMESTEAD PRIMARY SCHOOL

**My News**

**Attendance: Attendance Note Required**  
[Name] was recorded as 'not present' or 'late' without explanation.  
[Click here for more information](#)

**Attendance: Attendance Note Required**  
[Name] was recorded as 'not present' or 'late' without explanation.  
[Click here for more information](#)

**Attendance: Attendance Note Required**  
[Name] was recorded as 'not present' or 'late' without explanation.  
[Click here for more information](#)

**Camps, Sports and Excursions Fund (CSEF) applications**  
Applications for the 2019 CSEF close on Friday 28 June.

The fund provides a payment of \$125 for eligible primary school students paid directly to the

This will take you to your child's unexplained absences. Select the first box to explain the absence;

هذا سوف يأخذك الى الغيابات من غير سبب. اختر المربع الاول لتوضيح سبب الغياب

Bu sizi açıklanamayan devamsızlıklara götürecektir. Devamsızlığı açıklamak için ilk kareyi seçin

Student: **STUDENT NAME** - 04A, Year 4

Active

- Dashboard
- Schedule
- Learning Tasks
- Attendance
- Reports
- Analytics
- Insights

- Summary
- Notes/Approvals
- Unexplained
- Arrival/Departure
- Full Record

**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"/>		01/01/2019	31/12/2019				
<input type="checkbox"/>	GEN04_04A	14/05/2019 08:50 AM	14/05/2019 11:40 AM	AM	PT7	AT01	Not Present
<input type="checkbox"/>	GEN04_04A	13/05/2019 12:20 PM	13/05/2019 03:20 PM	PM	PT7	AT01	Not Present
<input type="checkbox"/>	GEN04_04A	13/05/2019 08:50 AM	13/05/2019 11:40 AM	AM	PT7	AT01	Not Present
<input type="checkbox"/>	GEN04_04A	10/05/2019 12:20 PM	10/05/2019 03:20 PM	PM	PT7	AT01	Not Present
<input type="checkbox"/>	GEN04_04A	10/05/2019 08:50 AM	10/05/2019 11:40 AM	AM	PT7	AT01	Not Present
<input type="checkbox"/>	GEN04_04A	09/05/2019 12:20 PM	09/05/2019 03:20 PM	PM	PT7	AT01	Not Present
<input type="checkbox"/>	GEN04_04A	09/05/2019 08:50 AM	09/05/2019 11:40 AM	AM	PT7	AT01	Not Present

Page 3 of 3 Items 20 Displaying Unexplained Records 41 - 47 of 47

Select **"Explain with Attendance Note"**

**"Explain with Attendance Note"** أختار

**"Explain with Attendance Note"** seçin

Student: **STUDENT NAME** - 04A, Year 4

Active

- Dashboard
- Schedule
- Learning Tasks
- Attendance
- Reports
- Analytics
- Insights

- Summary
- Notes/Approvals
- Unexplained
- Arrival/Departure
- Full Record

**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"/>		01/01/2019	31/12/2019				
<input checked="" type="checkbox"/>	GEN04_04A	14/05/2019 08:50 AM	14/05/2019 11:40 AM	AM	PT7	AT01	Not Present
<input type="checkbox"/>	GEN04_04A	13/05/2019 12:20 PM	13/05/2019 03:20 PM	PM	PT7	AT01	Not Present
<input type="checkbox"/>	GEN04_04A	13/05/2019 08:50 AM	13/05/2019 11:40 AM	AM	PT7	AT01	Not Present
<input type="checkbox"/>	GEN04_04A	10/05/2019 12:20 PM	10/05/2019 03:20 PM	PM	PT7	AT01	Not Present
<input type="checkbox"/>	GEN04_04A	10/05/2019 08:50 AM	10/05/2019 11:40 AM	AM	PT7	AT01	Not Present
<input type="checkbox"/>	GEN04_04A	09/05/2019 12:20 PM	09/05/2019 03:20 PM	PM	PT7	AT01	Not Present
<input type="checkbox"/>	GEN04_04A	09/05/2019 08:50 AM	09/05/2019 11:40 AM	AM	PT7	AT01	Not Present

Next you will see the **Attendance Note Editor** for you to enter the reason why your child was absent;

بعدها سترى **Attendance Note Editor** لادخال سبب غياب طفلك

Sonra **Attendance Note Editor** yazısını göreceksiniz, çocuğunuzun devamsızlığının nedenini ordan gire bilirsiniz

**Attendance Note Editor**

**Note Details**

Person:

Reason:

Details/Comment:

**Important Notice**

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child; and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

**Important Notice**

This will automatically insert the appropriate number of approvals for the selected sessions.

From the drop down **Reason** – select the valid Reason for the absence;

من قائمة الاختيارات **Reason** - أختار سبب الغياب

Açılım **Reason** listesinden, devamsızlığın nedenini seçin

**Attendance Note Editor**

**Note Details**

Person: STUDENT NAME

Reason: Enter a reason...

Details/Comment: **Illness/Medical**  
Student is not at school due to illness.

**Dentist**  
Includes dentist, orthodontist, or similar.

**Bereavement**  
Includes funeral, death in the family, absence due to a death.

**Important Notice**  
In clicking 'Save', you constitute a medical certificate. Intentional misuse of this system is prohibited.  
**Truancy**  
Parent knows about absence, but doesn't approve, or parent doesn't know about absence.

**Important Notice**  
This will automatically generate a medical certificate.  
**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.

**Religious/Cultural Observance**  
Student is kept away from school for a religious or cultural reason.

Audit Save Cancel

Enter a short explanation of your child's absence in the **Details/Comment**: box and Select **Save**;

أدخل توضيح قصير لسبب الغياب في مربع **Details/Comment** ثم أختار **Save**

Çocuğunuzun devamsızlığına ilişkin kısa bir açıklamayı **Details/Comment**: kutusuna giriniz ve **Save**; seçeneğini belirleyin.

**Attendance Note Editor**

**Note Details**

Person: STUDENT NAME

Reason: Illness/Medical

**Details/Comment:** absent due to not feeling well and has a fever

**Important Notice**

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child; and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

**Important Notice**

This will automatically insert the appropriate number of approvals for the selected sessions.

Audit Save Cancel

**It is a Department of Education requirement to provide an explanation of your child's absences from school.**

أنه أحد متطلبات وزارة التربية لتقديم توضيح لسبب غياب أطفالكم من المدرسة.

Çocuğunuzun okula gitmemesini açıklaması Eğitim Bakanlığı tarafından istenmektedir.