<u>**How to Enter Unexplained Absences**</u>
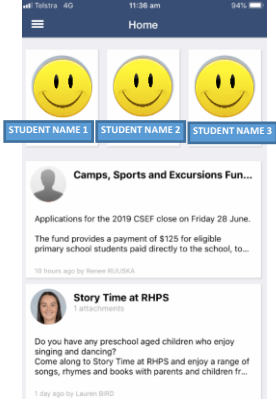
<u>كيفية ادخال سبب الغياب للغيابات الغير موضحة</u>
<u>Açıklanmamış Devamsızlık Nasıl Girilir</u>

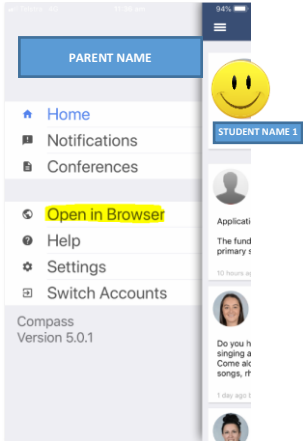When you log into Compass, go to the hamburger icon [≡ Telstra] in the top left corner;

عند الدخول الى كومباس أضغط على الايقونة التالية [≡ Telstra] في الزاوية العليا على اليسار

Compass programına giriş yaptığınızda sol üst köşedeki [≡ Telstra] simgeye girin

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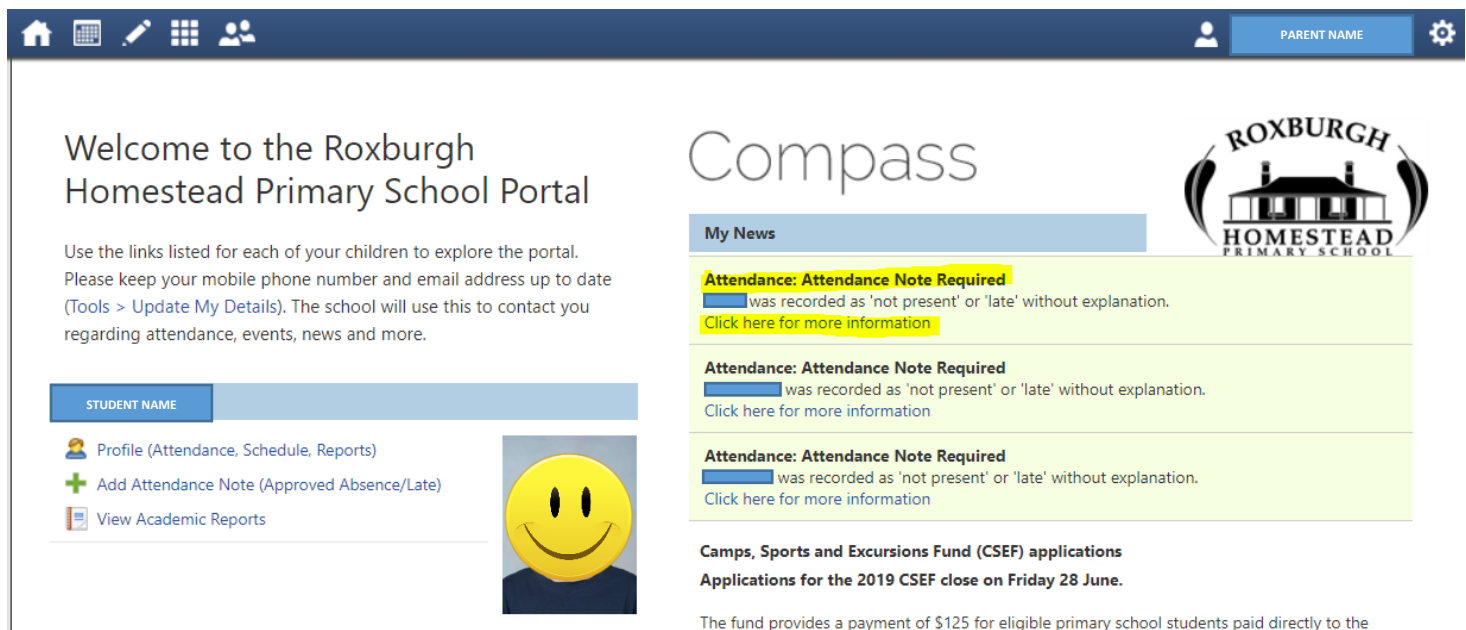

أختر Open in Browser من القائمة حتى تكون قادراً على الدخول الى قائمة الاخبار **My News Feed**

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

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

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

Select **_"Explain with Attendance Note"_**

"Explain with Attendance Note" أختر

"Explain with Attendance Note" seçin

Arabic Translation by Salwa Koka

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

<div dir="rtl">بعدها سترى <mark>**Attendance Note Editor**</mark> لادخال سبب غياب طفلك</div>

Sonra <mark>**Attendance Note Editor**</mark> yazısını göreceksiniz, çoçuğunuzun devamsızlığının nedenini ordan gire bilirsiniz

Arabic Translation by Salwa Koka

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

من قائمة الاختيارات **_Reason_** - أختر سبب الغياب

Açılam **_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.

Truancy
Parent knows about absence, but doesn't approve, or parent doesn't know about absence.

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.

Important Notice
In clicking 'Save', you u
constitute a medical ce
intentional misuse of t

Important Notice
This will automatically

Audit

Save   Cancel

Arabic Translation by Salwa Koka

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 اطفالكم من المدرسة.

Çpcuğunuzun okula gitmemesini açıklaması Eğitim Bakanlığı tarafından istenmektedir.

Arabic Translation by Salwa Koka