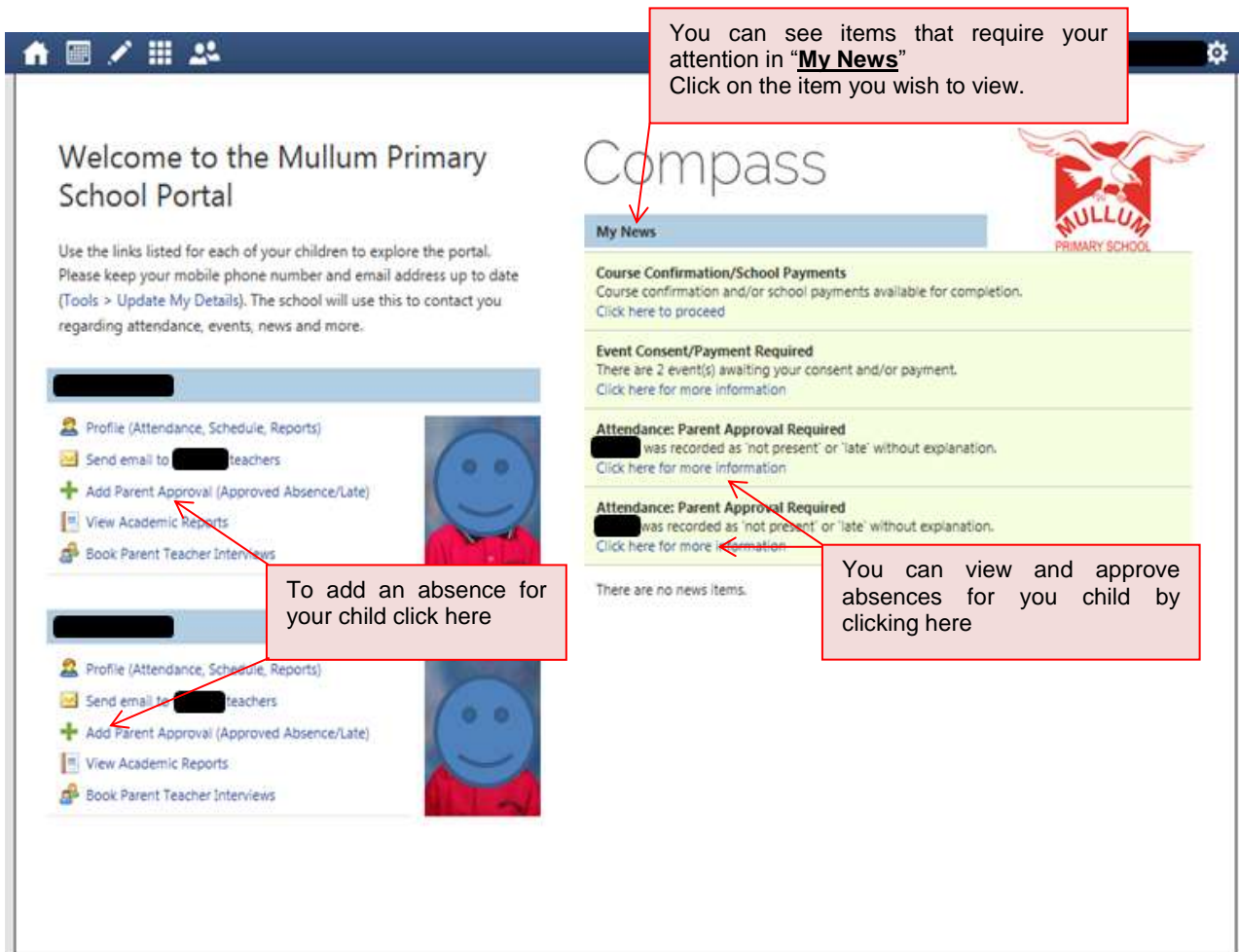
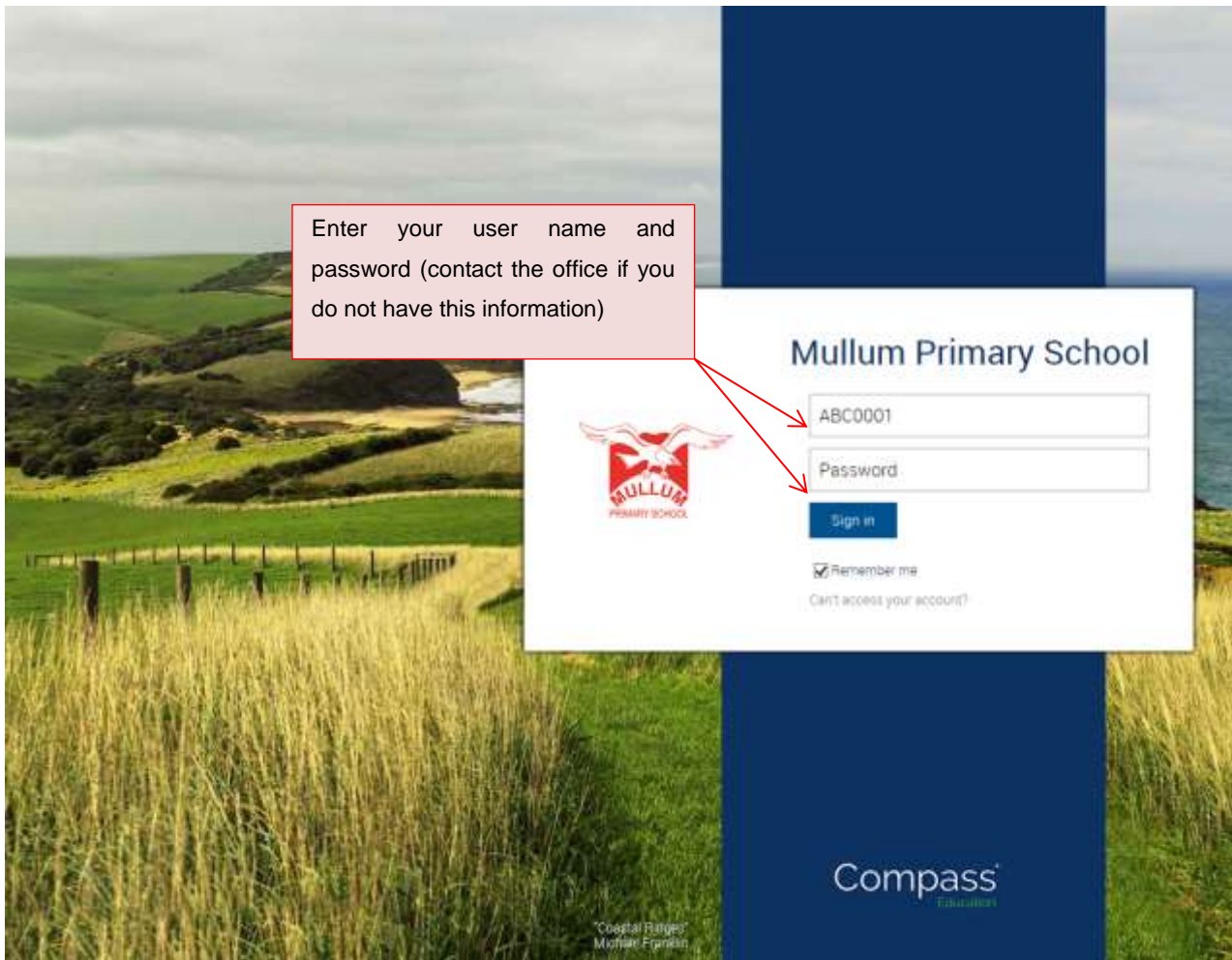


How to Enter / Approve an Absence on Compass



Parent Approvals School Activities

Parent Approval Editor

Approval Details

Person: [REDACTED]

Reason: [REDACTED]

Details/Comment: **Medical**
Student is not at school for medical reasons.

Dentist
Includes dentist, orthodontist, or similar.

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

Tuancy
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.

Start: [REDACTED]

Finish: [REDACTED]

Potentially Affected Sessions

Activity	Start	Finish
GENERAL_FKH (Gene...	25/11/2015 09:00 AM	25/11/2015 01:00 PM
GENERAL_FKH (Gene...	25/11/2015 01:50 PM	25/11/2015 03:30 PM

Save Cancel

Select the reason of absence from the drop down list

Parent Approval Editor

Approval Details

Person: [REDACTED]

Reason: Medical

Details/Comment: [REDACTED]

Important Notice

You can change the date range and time of an absence here

Start: 25/11/2015 08:00 AM Select a period...

Finish: 25/11/2015 05:00 PM Select a period...

Potentially Affected Sessions

Activity	Start	Finish
GENERAL_FKH (Gene...	25/11/2015 09:00 AM	25/11/2015 01:00 PM
GENERAL_FKH (Gene...	25/11/2015 01:50 PM	25/11/2015 03:30 PM

Don't forget to click SAVE!

Save Cancel