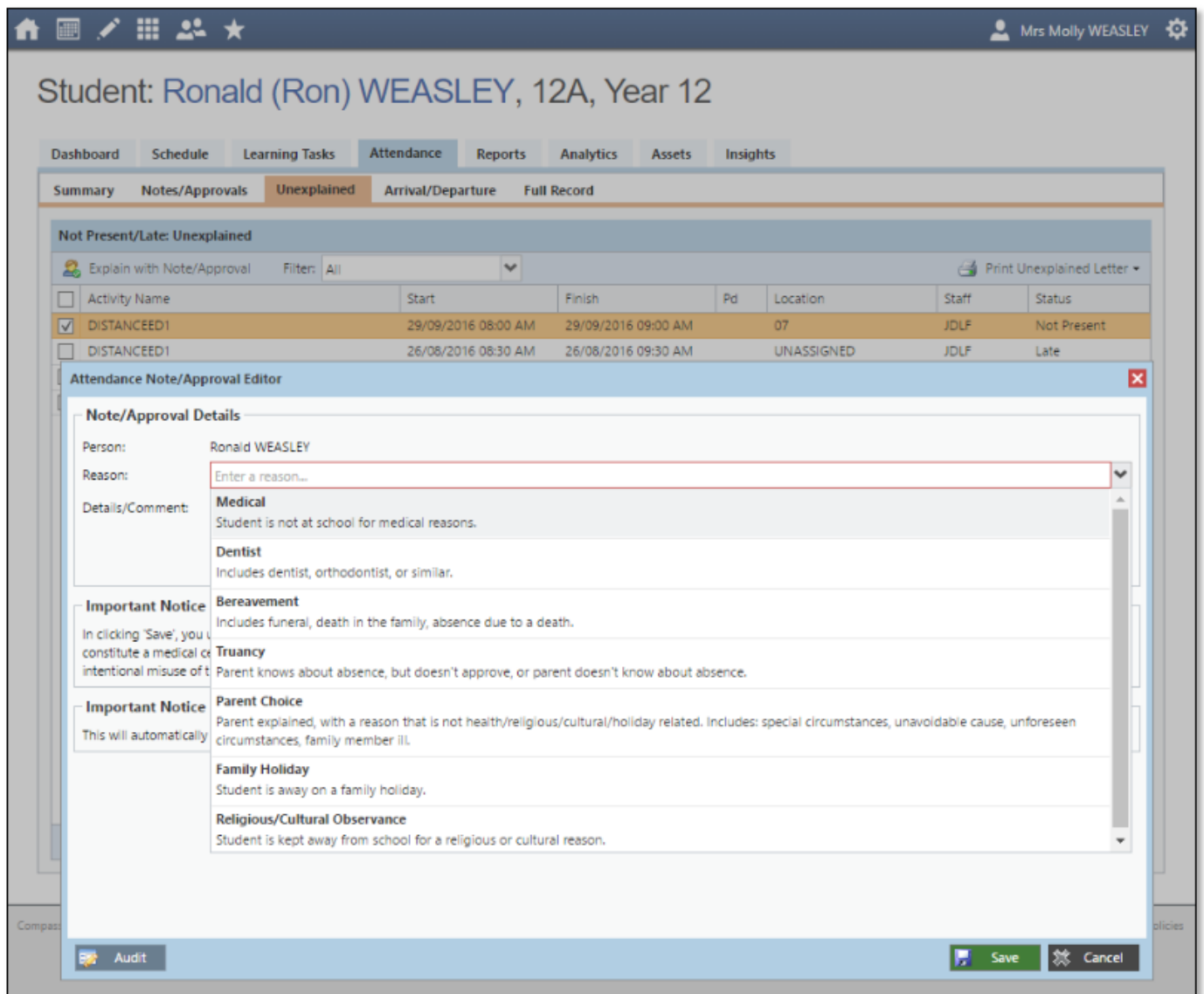


SURF COAST SECONDARY COLLEGE | STUDENT ABSENCES ON COMPASS

Parents/guardians can approve their children's unapproved absences or late arrivals. You will receive an alert on your Compass home page letting you know that your child/ren was marked late or absent and there is no note/approval on the system for it. Clicking on this notification will allow you to add a note or approval for one or more absences.



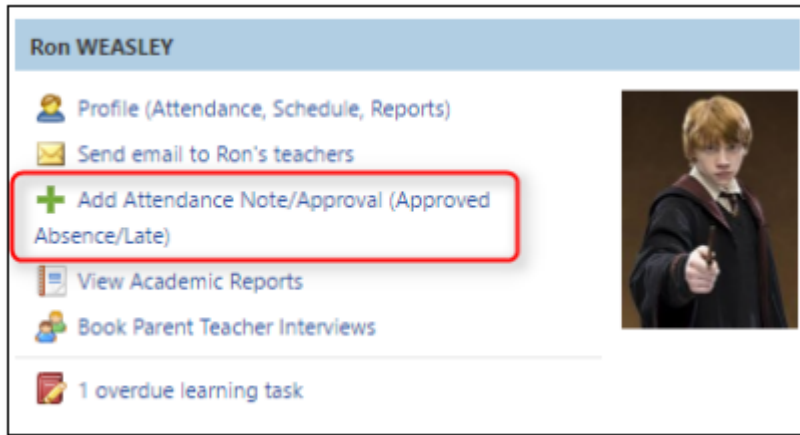
To add a note or approval, you can select one or more of the absences listed, then select the "Explain with Note/Approval" button.

Please note that parent/guardians cannot edit their notes or approvals once they've been saved, and you will need to contact the school if changes need to be made.

Adding a Note/Approval for a Future Absence

Parents/guardians can also enter notes and approvals in advance, if you know your child is going to be absent from school.

To do this from your home page, you can click on the 'Add Attendance Note/Approval' link listed underneath the name of the relevant student.



This will take you to the attendance screen, with a pop-up window to enter details of the note or approval. You can then select the applicable date range - in the future if required.

Have Questions or Need Assistance?

If you have any questions or require assistance in adding or approving an absence for your child/ren please don't hesitate to contact our Administration Team on 03 5261 6633 during office hours (8am – 4pm, Monday – Friday).