

PROCESS: SMS RECEIVED IF YOUR CHILD IS NOT PRESENT IN CLASS

Guidelines

As per DET reporting requirements regarding monitoring student absences and informing families, the following process is in place:

1. 9:45 AM SMS via Compass sent to families with a student who is not present for 1 or more classes
2. 3:30 PM SMS via Compass sent to families with a student who is late to 1 or more classes

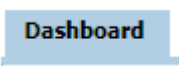
Instructions

Before you ring the school, please check Compass to see if your child has since been marked present/not present for period 1 and/or period 2.

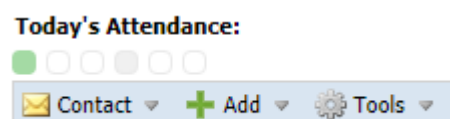
Steps to follow if you receive this text as listed above:

Quick Look

1. Login to Compass using your login details
2. Click on the 'Dashboard' tab



3. Look for the heading 'Today's Attendance'



You will see 6 squares. Each square represents a class for the day in the following order, Period 1,2, Lunch, Period 3,4,5. If you hover over each dot it will give you further information.

Colour coding details	Family response
Green: student has been marked as present in class	No need to contact the school
Yellow: student has been marked as late	No need to contact the school
Red: student has been marked not present	Please contact the school if your child should be at school and is not absent
Grey: class role hasn't been marked yet	Please contact the school if your child should be at school and is not absent

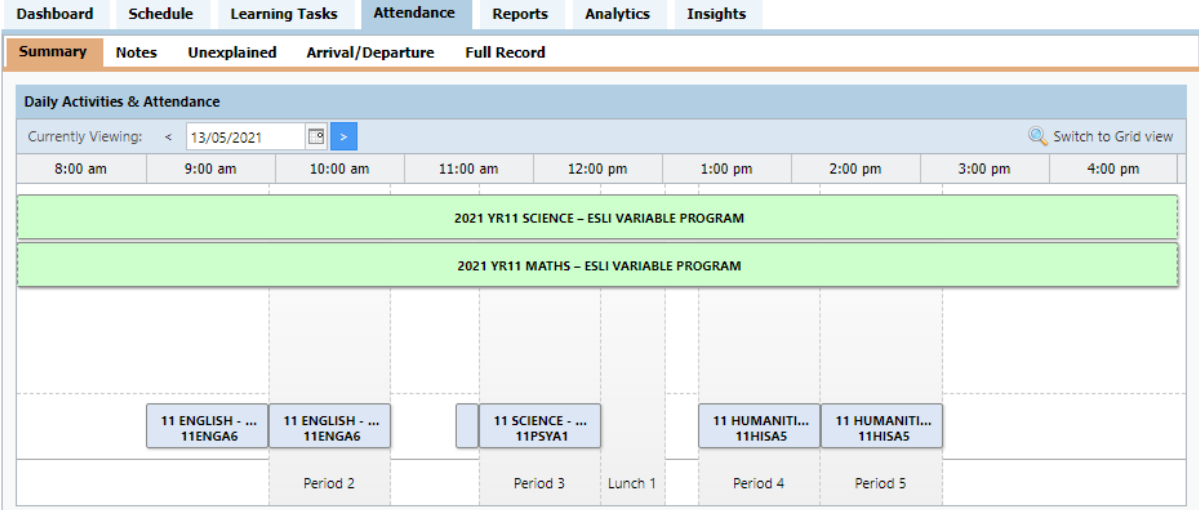
Detailed Look

1. Login to Compass using your login details

2. Click on the 'Attendance' tab 

3. Click on the 'Summary' tab 

Here you will see a list of the subjects for your child for the whole day. The same colour coding as listed above applies.



Dashboard								Schedule	Learning Tasks	Attendance	Reports	Analytics	Insights				
Summary								Notes	Unexplained	Arrival/Departure	Full Record						
Daily Activities & Attendance																	
Currently Viewing: < 13/05/2021 >												Switch to Grid view					
8:00 am		9:00 am		10:00 am		11:00 am		12:00 pm		1:00 pm		2:00 pm		3:00 pm		4:00 pm	
2021 YR11 SCIENCE – ESLI VARIABLE PROGRAM																	
2021 YR11 MATHS – ESLI VARIABLE PROGRAM																	
		11 ENGLISH - ... 11ENGA6		11 ENGLISH - ... 11ENGA6				11 SCIENCE - ... 11PSYA1				11 HUMANITL... 11HISA5		11 HUMANITL... 11HISA5			
				Period 2						Period 3		Lunch 1		Period 4		Period 5	

4. If after checking Compass and your child should be at school and is not marked as present please contact your child's Sub School to follow up