Parent Guide

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Unexplained Not Present/Late Attendance statuses

If a school has the Parent Login module enabled within their Compass portal, the parents will be able to access the record(s) or their student(s) via Compass. They can also enter Note/Approvals directly into Compass.

When a parent logs into Compass they see a list of their student(s) on the left hand side of the screen.

If the student has any unexplained absences that need approving an alert will appear in the top of the right hand side of their Compass homepage.

By clicking on this alert they will see a list of all the instances where the student has been marked late or not present and these are not covered by any form of approval. The parent can then select the sessions that they want to approve and then click the "Parent Approve" button at the top of the grid.

This will add a Note/Approval into the system, with the creator listed as the parent account.

Parents cannot edit or delete approvals once an approval has been entered into Compass and will need to contact the school if an approval needs amending.
Adding a Note/Approval

Parents can also add approvals ahead of time using the Action Button next to their student's name from the Compass home page. This allows them to add an approval and select the date range for the approval.

Clicking on the “Add Note/Approval” option will open the Note/Approval Editor screen. Parents can select a category, add notes and also select a date range for the approval. Once these details are entered, click on the “Save” button and this information will be recorded against the student’s attendance approvals tab on their profile.

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