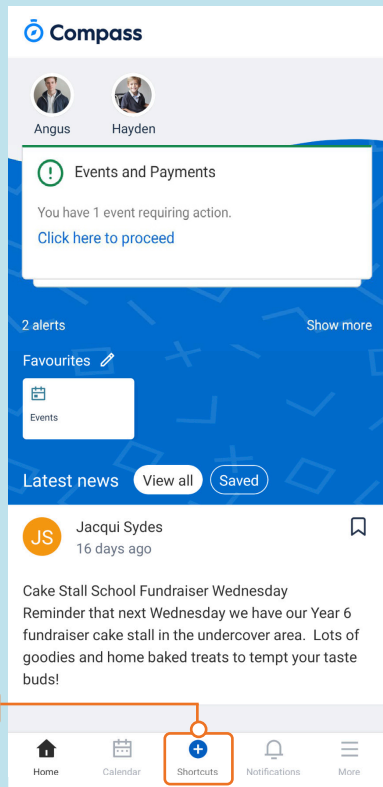


Compass parent portal guide

Mobile devices

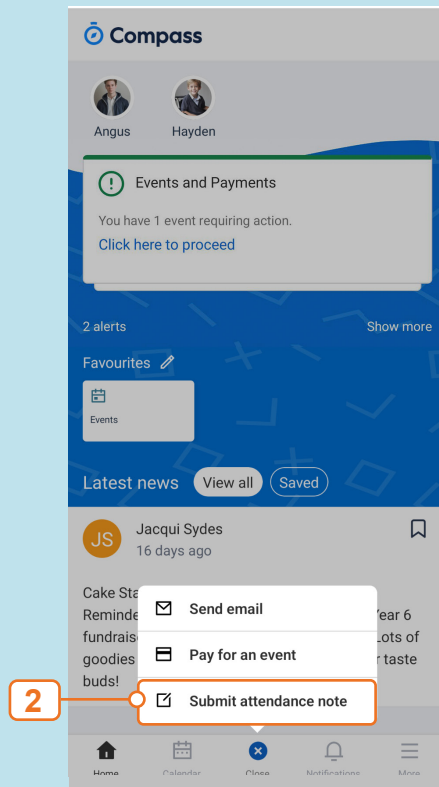
Open your Compass School Manager app and login using your username and password.

Send an absent note

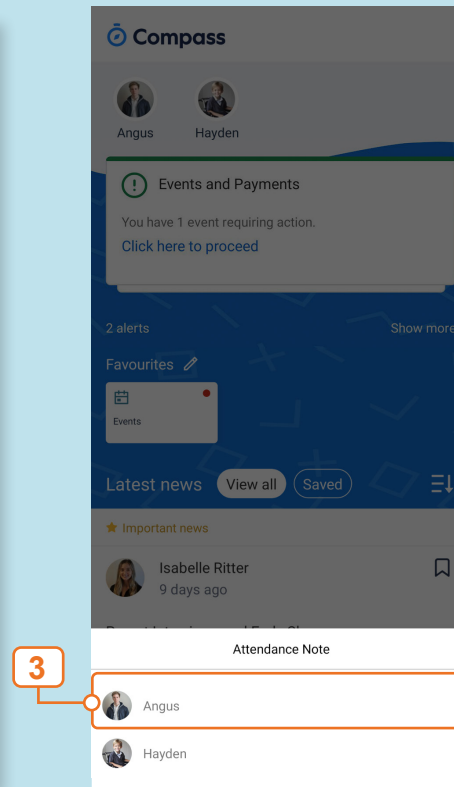


From your home page:

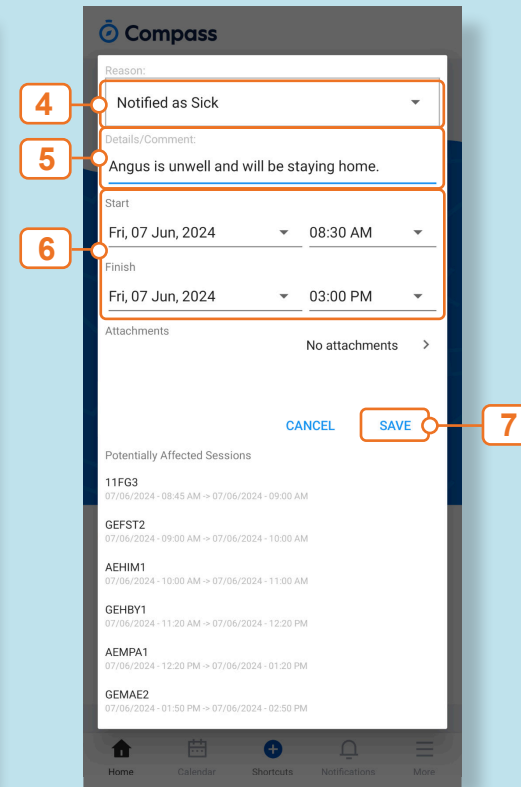
1. From the main menu select the **Shortcuts** button



2. From the popup, select **Submit attendance note**

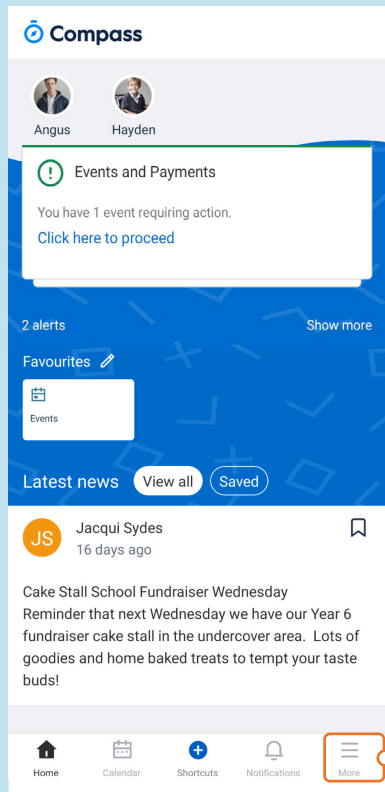


3. From the popup, select your **child's name**

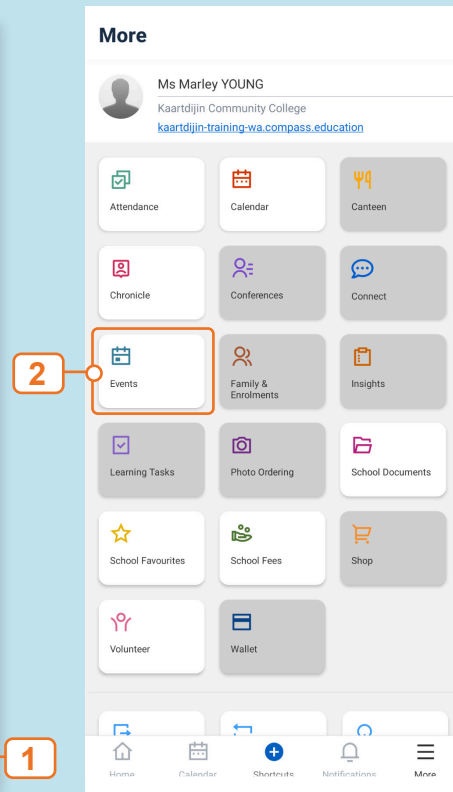


4. Select a **Reason** from dropdown list
5. Enter additional information in **Details/Comments** box
6. Select **Start** and **Finish Date** and **Time** of absence
7. Select **Save**.

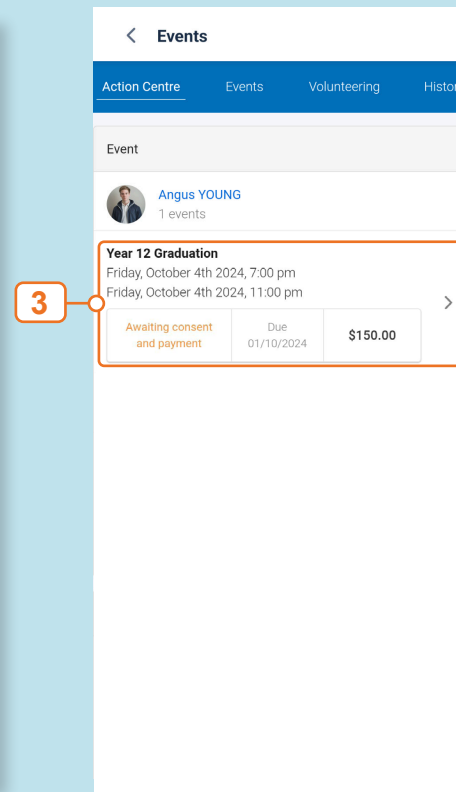
View your child's upcoming events and provide consent or payment



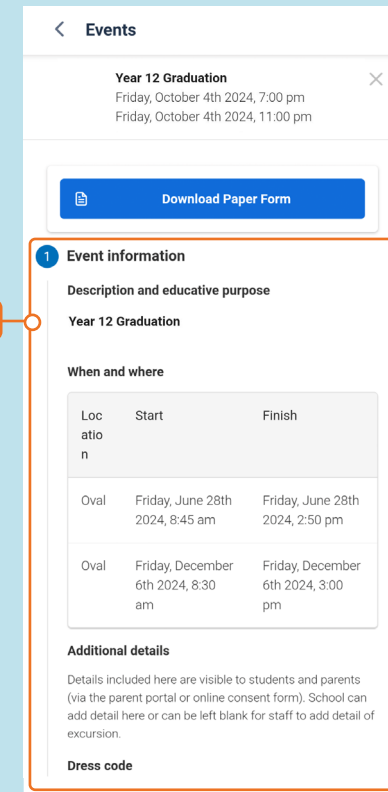
From your home page:
1. From the main menu select the **More** button



2. Select **Events**



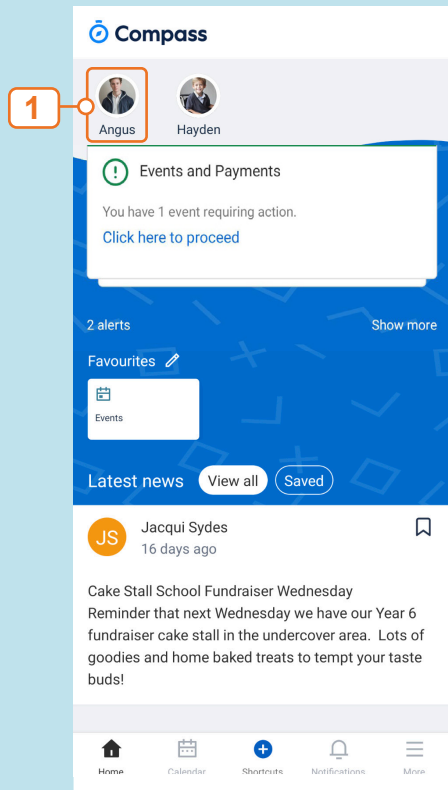
3. Select an upcoming **Event** requiring consent or payment from the **Action Centre**



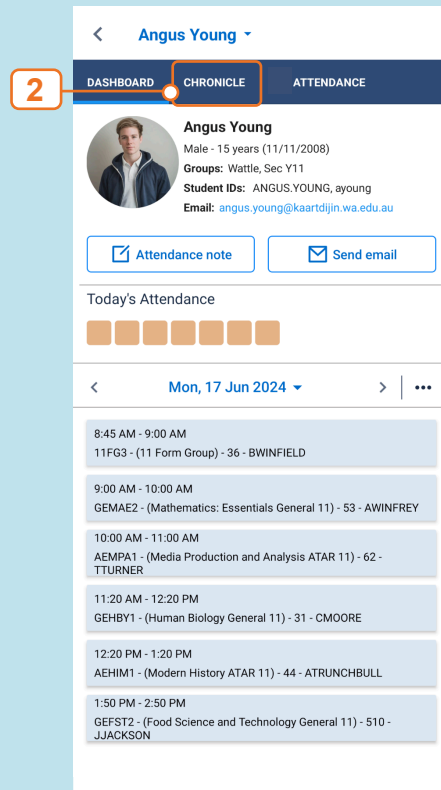
4. Complete the Event Consent form and select **Submit Consent**.

Note: To pay for an excursion, contact your school for information.

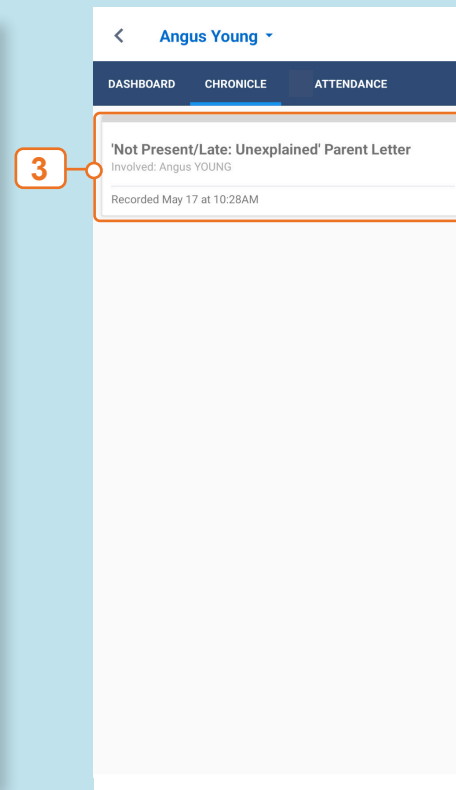
View your child's Behaviour/wellbeing records



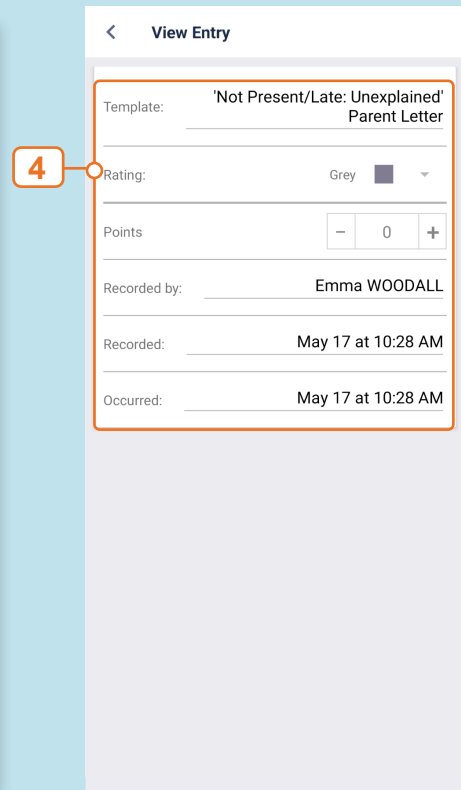
From your home page:
1. Select your **child's profile**



2. Select **Chronicle** tab



3. Select **Chronicle** entry from the list



4. View the **Chronicle** entry.