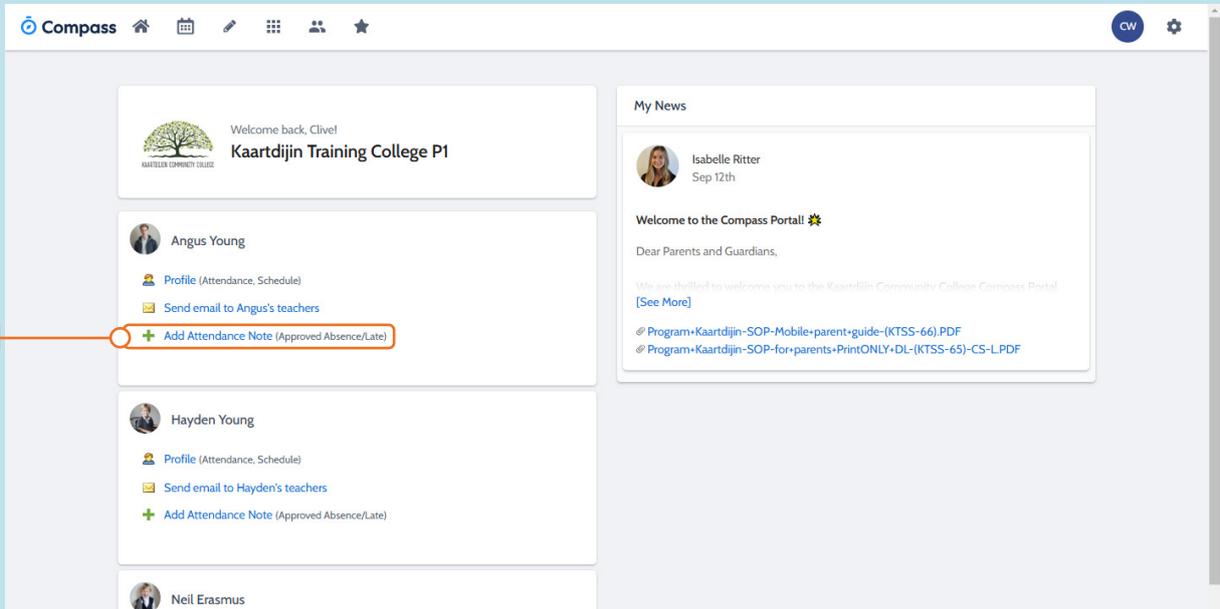


Compass parent portal guide

Desktop computer

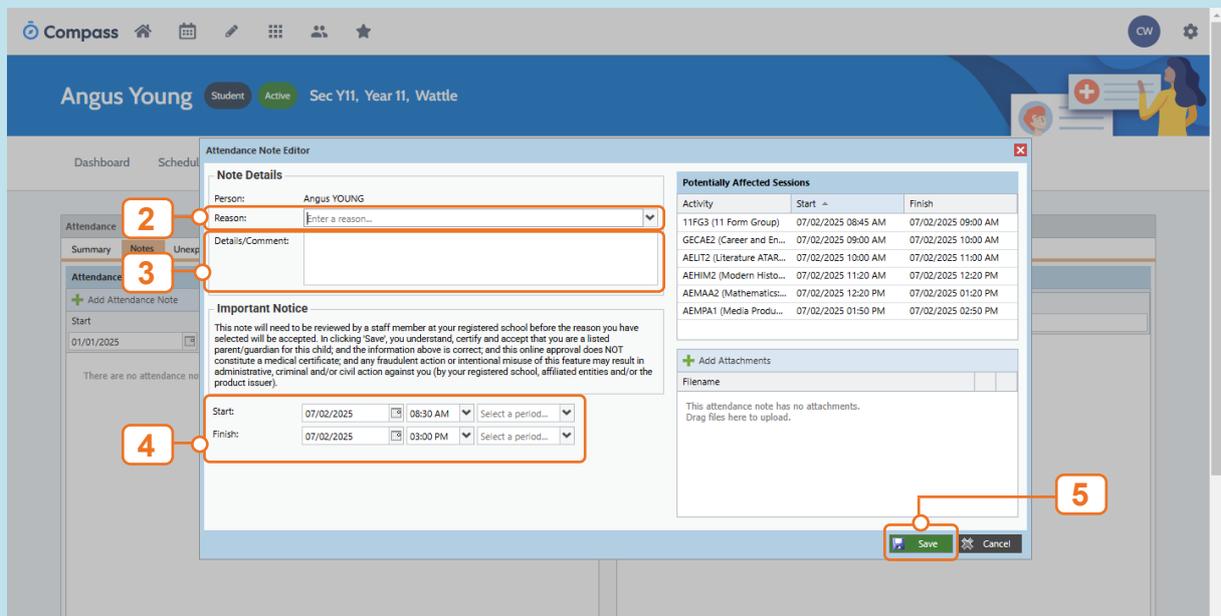
Open the Compass School Manager website, and use your username and password or a One-time Code (OTC) to login to the Compass Parent Portal.

Send an absent note



From your home page:

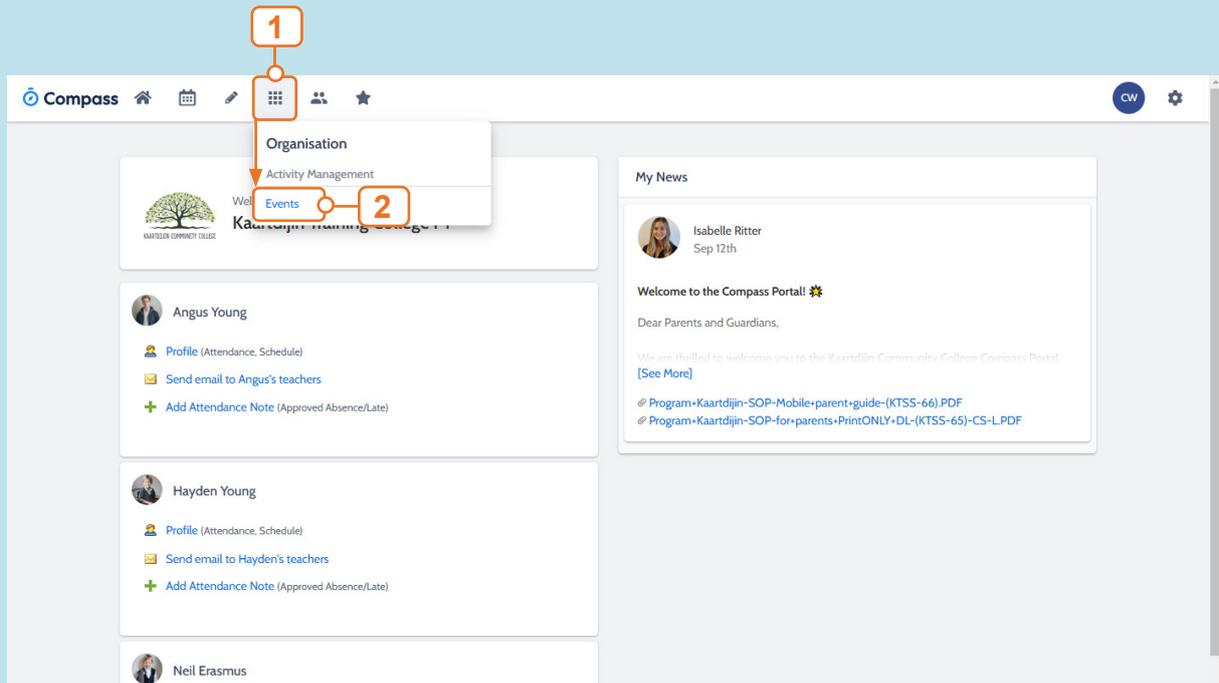
1. Select **Add Attendance Note** in your child's profile.



From the **Attendance Note Editor** popup:

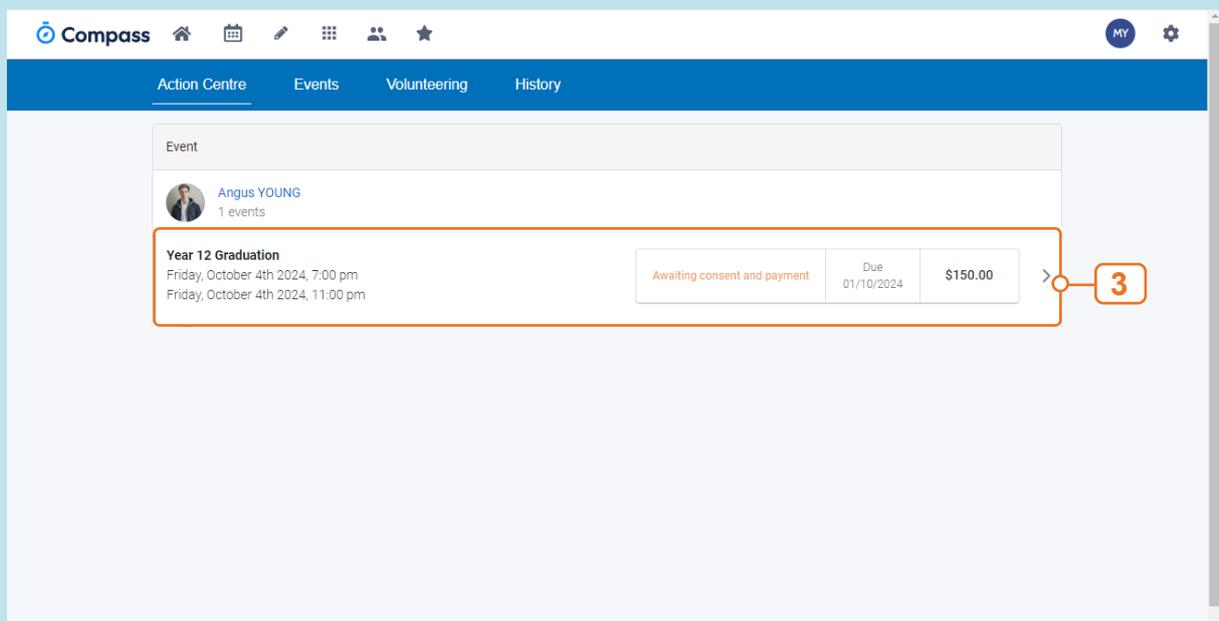
2. Select a **Reason** from dropdown list
3. Enter additional information in **Details/Comments** box
4. Select **Start** and **Finish Date** and **Time** of absence
5. Select **Save**.

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



From your home page:

1. Select the **Organisation** button
2. Select **Events** from dropdown menu



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

Compass

Year 12 Graduation
Monday, July 29th 2024, 7:00 am - Monday, July 29th 2024, 5:00 pm

[Download Paper Form](#)

- ### 1 Event information

Description and educative purpose

Year 12 Graduation

When and where

Location	Start	Finish
Unassigned	Friday, October 4th 2024, 7:00 pm	Friday, October 4th 2024, 11:00 pm
- ### 2 Administrative questions

Are there any additional medical conditions, allergies, medications or ailments?
e.g. A broken leg, asthma inhaler dosage increase, travel sickness, allergies, dietary requirements etc.

Please contact the school if any permanent/on-going medication information requires updating.
- ### 3 Additional questions

Does your child have special dietary requirements?
This is for catering purposes. Please select the dietary requirement.

Vegan
- ### 4 Consent

I give permission for Ryan Aardvark to attend this event. Where the staff member in charge is unable to contact me, or where it is impracticable to contact me, I authorise the staff member in charge to administer such first-aid as the staff member in charge judges to be reasonably necessary. I understand that this is an official school event and that Ryan Aardvark will adhere to the dress code, as outlined above, and behave in alignment with the school's code of conduct. I agree to meet any medical expenses and/or transport costs incurred in the event of sickness or injury. Further, I agree to meet any transport costs should my child be sent home as a result of misbehaviour or inappropriate conduct.

To provide consent, please type your name in full

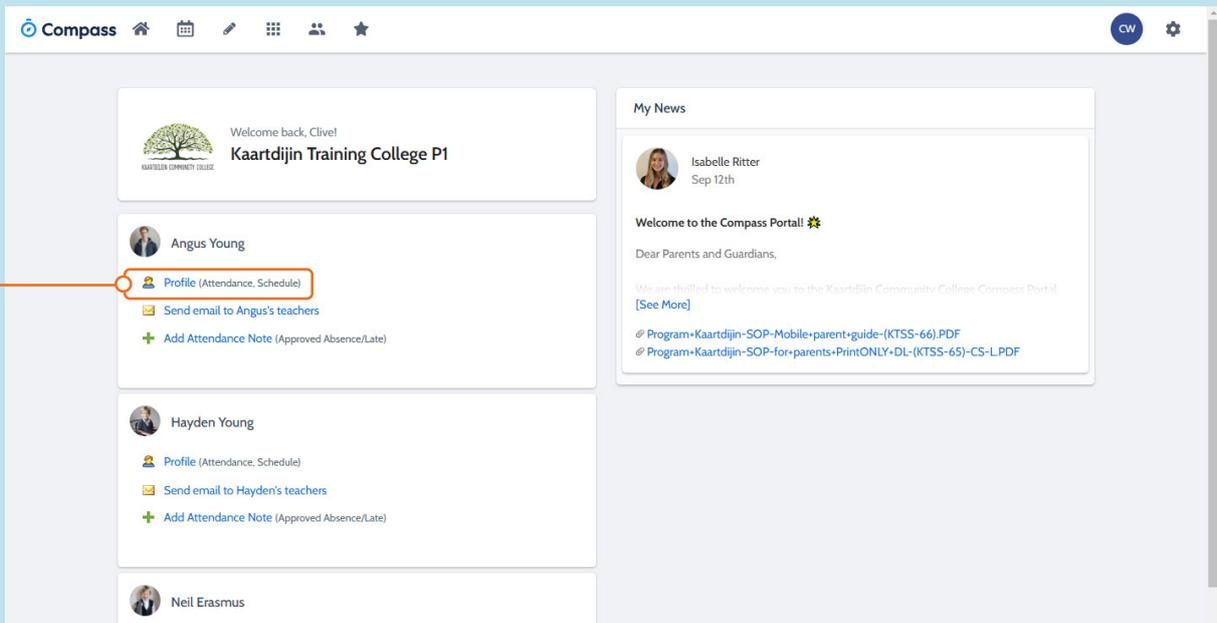
Harry Aardvark

[Submit Consent](#)

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

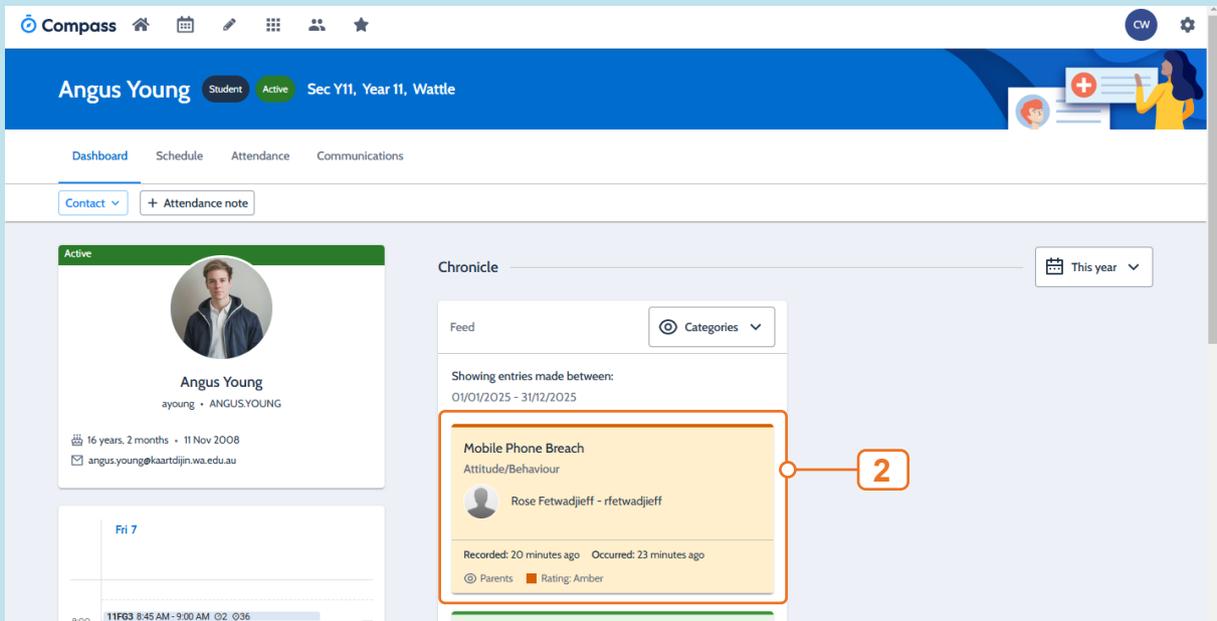
Note: To pay for an excursion, contact your school for information.

View your child's Behaviour/wellbeing records



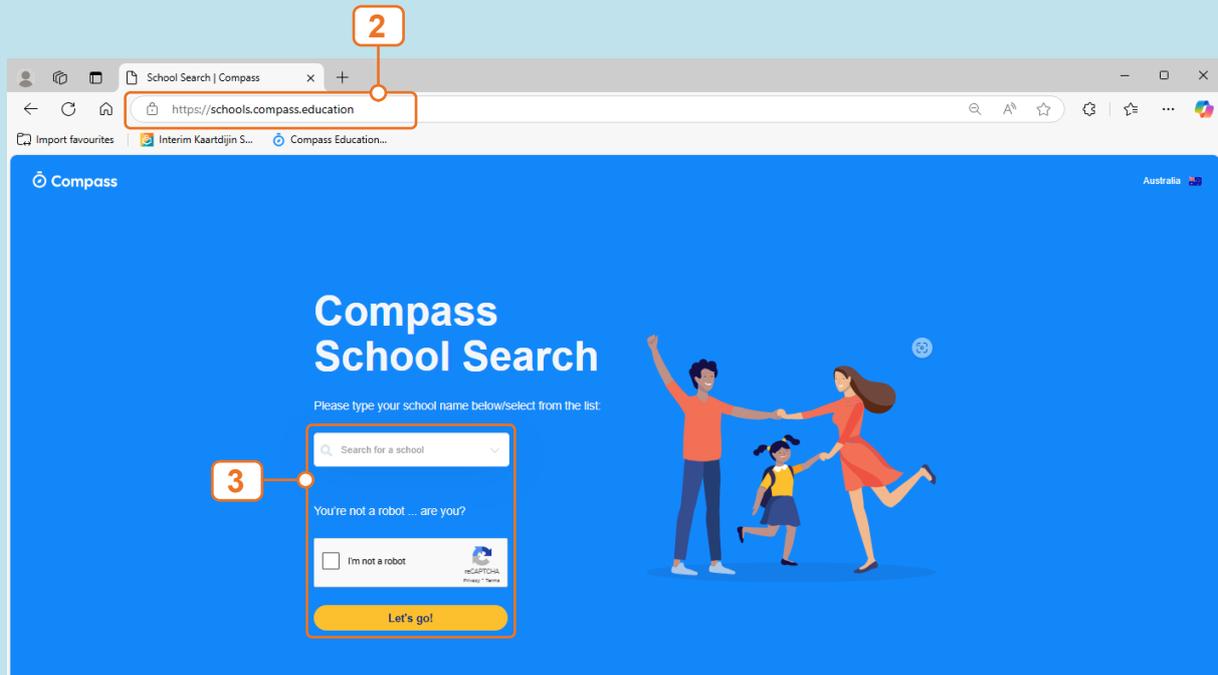
From your home page:

1. Select your child's **Profile**.



2. View **Student Chronicle** from **Profile Dashboard** tab.

Navigate between different accounts/school portals



1. Open your preferred browser window
2. Enter **schools.compass.education** in the search bar
3. Search for your additional school in the **Compass School Search** bar, and complete the login process using your other account/school portal details.