

## Department of Compass parent portal guide

## Desktop computer

Open the Compass School Manager website, and use your username and password to login to the Compass Parent Portal.

Send an absent note	
© Compass ↔  < ₩ ★ Welcome back, Marley! Kaartdijin Community College	Payments Centre Did you know that payments can be made through Compass for school fees, events, and voluntary contributions? Click here for more information
Angus Young  Profile (Attendance, Schedule)  Send email to Angus's teachers  Add Attendance Note (Approved Absence/Late)	VISA
	My News
Hayden Young Profile (Attendance, Schedule)	Isabelle Ritter Jun 9th
<ul> <li>Send email to Hayden's teachers</li> <li>Add Attendance Note (Approved Absence/Late)</li> </ul>	Parent Interviews and Early Close On Wednesday 26 June we will be holding parent teacher interviews for all classes. Our school will close at 12.00pm on this day to allow enough time for teachers to meet with

From your home page:

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

	Studen	t: Angus Young - Sec Y11, Year 11			Active	
	Attendance Note	Editor				×
	- Note Details	3	Potentially Affected Sec	tions		
	Person:	Angus YOUNG	Activity	Start &	Finish	
2 -	Reason:	Enter a reason	11EG3 (11 Form Group)	17/06/2024 08:45 AM	17/06/2024 09:00 AM	-
<b>_</b> `	Details/Commer	nt:	GEMAE2 (Mathematics	17/06/2024 09:00 AM	17/06/2024 10:00 AM	-
			AEMPA1 (Media Produ	17/06/2024 10:00 AM	17/06/2024 11:00 AM	-
3 🛏	2		GEHBY1 (Human Biolo	17/06/2024 11:20 AM	17/06/2024 12:20 PM	
	L		AEHIM1 (Modern Histo	17/06/2024 12:20 PM	17/06/2024 01:20 PM	
	- Important N	otice	GEFST2 (Food Science	17/06/2024 01:50 PM	17/06/2024 02:50 PM	
	This note will ne selected will be a parent/guardian constitute a mec administrative, c product issuer).	ed to be reviewed by a staff member at your registered school before the reason you have scopted. In clicking Save, you understand, certify and accept that you are a listed for this child; and the information above is correct, and this online approval does NOT liad certificate, and any fraudulent action or intentional mixiuse of this feature may result in minual and/or civil action against you (by your registered school, affiliated entities and/or the	+ Add Attachments Filename			
4-	Start: Finish:	17/06/2024         Image: Constraint of the second sec	This attendance note has Drag files here to upload	s no attachments.		
				0	Save 💥 Canci	5

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.



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Organisation   Activity Management   Welcome back, Mar   Events   Correliant   Welcome back, Mar   Events   Correliant   Mague Young   Profile (Attendance, Schedule)   Send email to Angus's teachers   Add Attendance Note (Approved Absence/Late)	Payments Centre         Did you know that payments can be made through Compass for school fees, events, and voluntary contributions?         Click here for more information         Image: Click here for more information         Image: Click here for more information         Image: Click here for more information
Hayden Young         Profile (Attendance, Schedule)         Send email to Hayden's teachers         Add Attendance Note (Approved Absence/Late)	My News         Isabelle Ritter         Jun 9th         Parent Interviews and Early Close         On Wednesday 26 June we will be holding parent teacher interviews for all classes. Our school will close at 12.00pm on this day to allow enough time for teachers to meet with

From your home page:

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

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	Action Centre Events Volunteering History
	Event
	Angus YOUNG 1 events
	Year 12 Graduation     Due       Friday, October 4th 2024, 7:00 pm     Awaiting consent and payment     Due       Briday, October 4th 2024, 11:00 pm     \$150.00

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

		Download Paper Form	
1 Event Descripti Year 12	information ion and educative purpose 2 Graduation		
Locatio	ion Start	Finish	
Unassi	igned Friday, October 4th 2024, 7:00	0 pm Friday, October 4th 2024, 11:00 pm	
Please con	ntact the school if any permanent/on-going medication is	nformation requires updating.	
3 Additic Does your	onal questions r child have special dietary requirements?		
This is for Vegan	r catering purposes. Please select the dietary requi	rement.	~
Conser I give perm authorise t official sch meet any n home as	nt nission for Ryan Aardvark to attend this event. Where th the staff member in charge to administer such first-aid a nool event and that Ryan Aardvark will adhere to the dre medical expenses and/or transport costs incurred in the result of misbehaviour or inaportoriate conduct.	e staff member in charge is unable to contact me, or where it is impractical as the staff member in charge judges to be reasonably necessary. I underst ss code, as outlined above, and behave in alignment with the school's code event of sickness or injury. Further, I agree to meet any transport costs sh	ble to contact me, I and that this is an of conduct. I agree to ould my child be sent
	e consent, please type your name in full		
To provide			

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 🖸 Compass 😤 🗰 🖉 🎟 📇 🚖 MY • Payments Centre Did you know that payments can be made through Compass for school fees, events, and voluntary contributions? Click here for more information (33) Welcome back, Marley! Kaartdijin Community College Kaartdijin VISA Angus Young 1 2 Profile (Attendance, Schedule) Send email to Angus's teachers + Add Attendance Note (Approved Absence/Late) My News Hayden Young Isabelle Ritter 2 Profile (Attendance, Schedule) Jun 9th Send email to Hayden's teachers Parent Interviews and Early Close + Add Attendance Note (Approved Absence/Late) On Wednesday 26 June we will be holding parent teacher interviews for all classes. Our school will close at 12.00pm on this day to allow enough time for teachers to meet with

## From your home page:

1. Select your child's Profile.

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Student: Angus Young - Sec Y11, Year Dashboard Schedule Attendance Communications	r 11 Active	
Student: Angus Young	Student Chronicle	
15 years, 7 months (11/11/08) angus young@kaandijin wa.edu.au Student IDs: syoung. AKGUS YOUNG Groups: Wattle, Sec YU, Year 11 Today's Attendance:	Date Filter:         This Year         Y           Chronicle Summary         2024         Total           DOE Behaviours of Concern         1         1	
Contact v + Add v Monday, 17 June 2024	Displaying entries made between 1/1/2024 and 31/12/2024 for: All Categories •           ODE - Behaviour of Concern           Recorded by Isabelle Ritter - S87	
8am	Benariour viervierve, Angus ectreo ins name and a drawing on the besk     during class time. See image attached.     DOE Behaviours of Concern     Recorded 2 minutes ago, Occurred 3 minutes ago	-2
E45 11/63 -111 fam Group: 34 - BHIMPELD 9 am 9:00: GEMAE2 - (Mathematics: Essentials General 11) - 53 - AWINFREY	P Etched desk.jpg	
10am 10:00: AEMPA1 - (Media Production and Analysis ATAR 11) - 62 - TTURNER		
11am 11:20: GEHBY1 - (Human Biology General 11) - 31 - CMOORE		
12:01 12:02: AEHIM1 - (Modern History ATAR 11) - 44 - ATRUNCHBULL 1pm		

2. View Student Chronicle from Profile Dashboard tab.