Welcome to the Compass Parent Portal

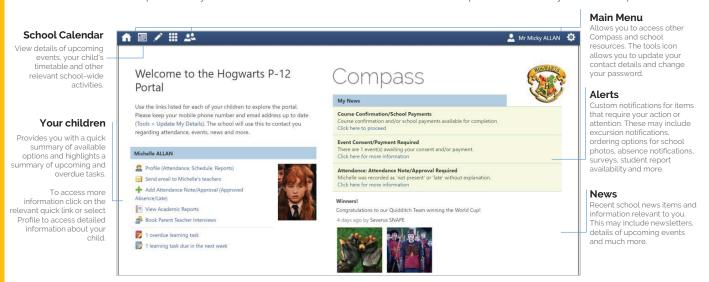
Using the Compass Parent Portal allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers, and update your family contact details
- View your child's timetable and the school calendar
- Monitor your child's learning tasks
- Download and view your child's semester reports
- Book parent-teacher conferences (Not yet in use for our school)
- Pay and provide consent for events and school fees (Not yet in use for our school)

Our school will advise parents when each of these features becomes available for parent use.

The Compass home screen (Computer version)

The home screen provides you with relevant alerts and news, as well as quick access to your child's profile.



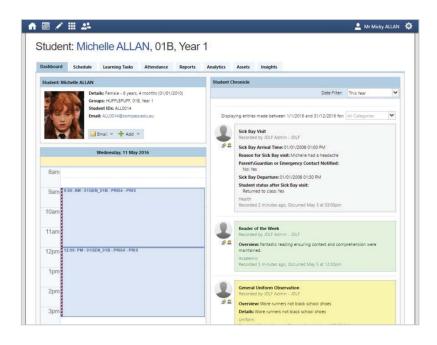
Student Profile

Everything for your child, in one place.

The student profile can be accessed by clicking on your child's name from the home screen.

The student profile dashboard provides you with an overview of today's classes and activities, the ability to email your child's teachers, and a summary of Chronicle entries about your child (e.g. Purple Slips)

For more detailed information, including assessment tasks, attendance, surveys and academic reports, navigate through the tabs along the top of the profile.



Attendance: Entering a Parent Approval

1

From the Compass home screen (or from your student's profile), click the 'Add Parent Approval' item.



2

From the pop-up window,

- Select the reason,
- Enter a brief description of the absence
- Select the start and finish time,
- Click the 'Save' button.

Note:

Where possible, parent approvals should be entered prior to the absence occurring.



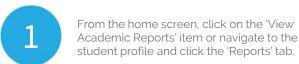
Attendance: Summary

Using Compass, you can view up-to-date attendance information for your child.

To view your child's attendance, click on the Student Profile link on the home page and click the Attendance tab.



Viewing Academic Reports







Michelle ALLAN

Absence/Late)

View Academic Reports

♣ Book Parent Teacher Interviews