Carlton Gardens Primary School

Parent Information for Compass School Manager
**Topics Covered**

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**Login Details**

Parents have received a login slip. It had your username and password for logging into the Compass School Manager. If you have not received your login details please contact the school.

**Accessing Compass**

The login page to Compass can be found by either, browsing to the school homepage and clicking on the link

First Login

Enter the login details provided and click the Log in button

On your first logon, you will be asked to verify your email address and mobile number, for future communications out of the Compass system.

You then will be given the option to change your password if you so desire.

Family Homepage

Once you have logged in you will see your family homepage, as seen on the next page. Depending on the amount of children you have at the school, you will see a profile for your individual students.

Any alerts you may have will be in the My Alerts feed.
And any relevant news items will be in your My News feed.
Click on the student profile link to see more detailed information about your student.
Approving Unapproved Absence and Lateness

If you have an outstanding alert to check unapproved lateness or absence, click the hyperlink below.

This will take you to the unapproved absence screen for your student.

Review the absence or lateness, tick the boxes of the ones you approve and then click the parent approve button, as seen below.
Any absence or lateness you are unsure of will need to be resolved via a phone call to the School. 9663 9502

**Parent Authorising Future Absence (Holidays or appointments)**

In the event, where you would like to put in a future parent approved absence, Compass allows you to do that.

Firstly click on the student profile for the student in question, as shown below.

This will take you to the student’s profile. Click on the attendance tab.
Then click on the approvals tab.

Click on add Parent Approval

Select a reason for absence from the list, e.g. Medical, Dentist, Parent Choice etc.
Enter a detail or comment, and the start/finish time then click save.

Now that parent approved absence will be applied to all relevant rolls.