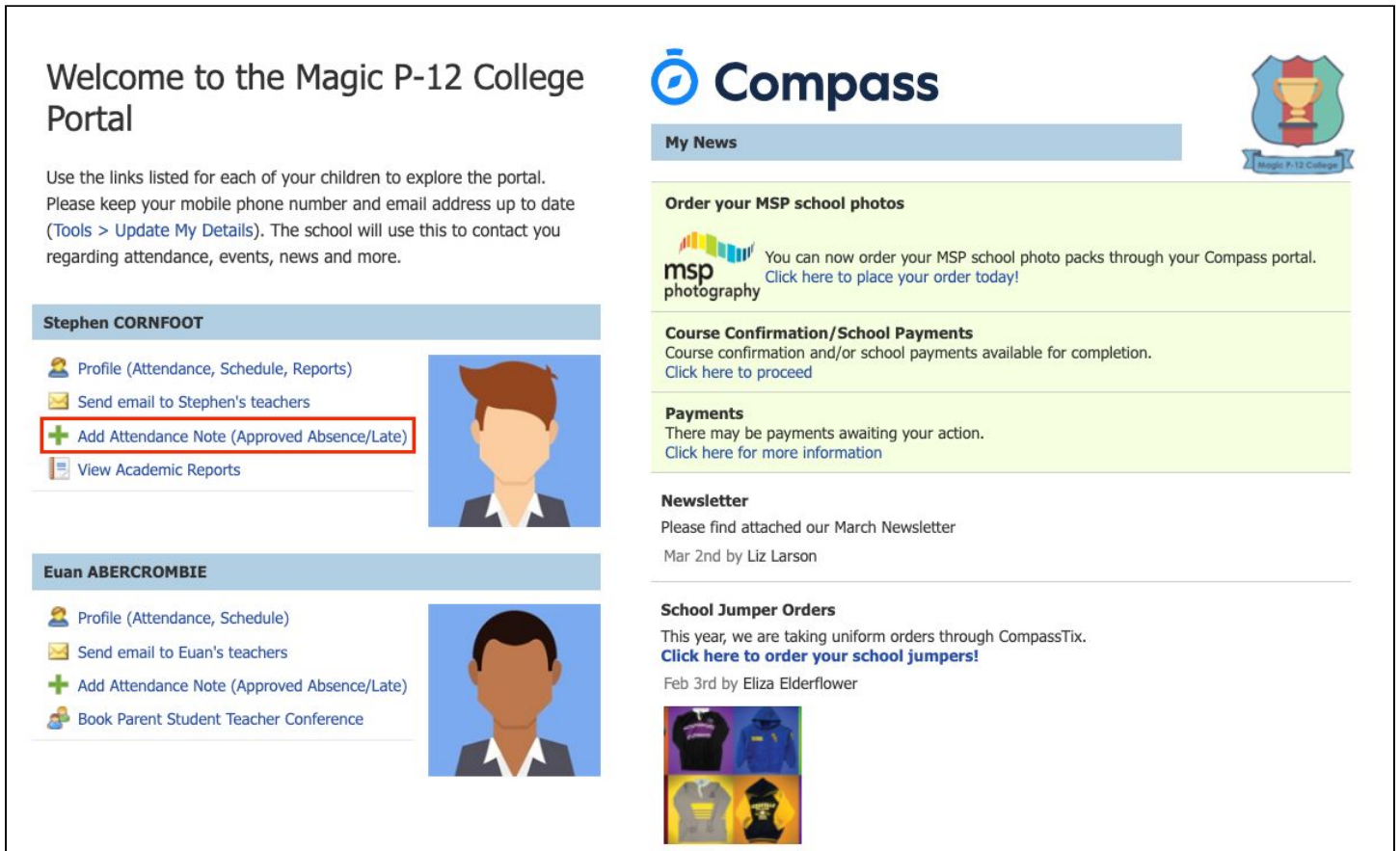


How To: Add an Attendance Note for an upcoming Absence

If your child is going to be away, you can add in an Attendance note to advise the school.

To do so, click 'Add Attendance Note (Approved Absence/Late)'.



Welcome to the Magic P-12 College Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

Stephen CORNFOOT

- Profile (Attendance, Schedule, Reports)
- Send email to Stephen's teachers
- Add Attendance Note (Approved Absence/Late)**
- View Academic Reports

Euan ABERCROMBIE

- Profile (Attendance, Schedule)
- Send email to Euan's teachers
- Add Attendance Note (Approved Absence/Late)
- Book Parent Student Teacher Conference

Compass My News

Order your MSP school photos
You can now order your MSP school photo packs through your Compass portal. [Click here to place your order today!](#)

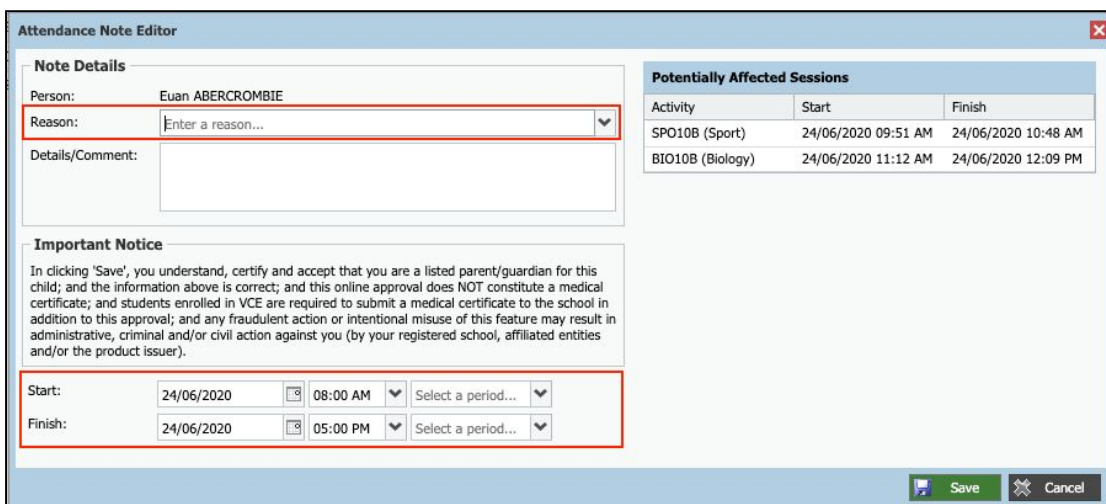
Course Confirmation/School Payments
Course confirmation and/or school payments available for completion. [Click here to proceed](#)

Payments
There may be payments awaiting your action. [Click here for more information](#)

Newsletter
Please find attached our March Newsletter
Mar 2nd by Liz Larson

School Jumper Orders
This year, we are taking uniform orders through CompassTix. [Click here to order your school jumpers!](#)
Feb 3rd by Eliza Elderflower

A Note screen will open. Select the applicable reason from the drop down list; add in any additional information if applicable in the Details/Comment box. Select the start and finish date/time of the absence and click 'Save'.



Attendance Note Editor

Note Details

Person: Euan ABERCROMBIE

Reason:

Details/Comment:

Important Notice

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child; and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

Start: 24/06/2020 08:00 AM

Finish: 24/06/2020 05:00 PM

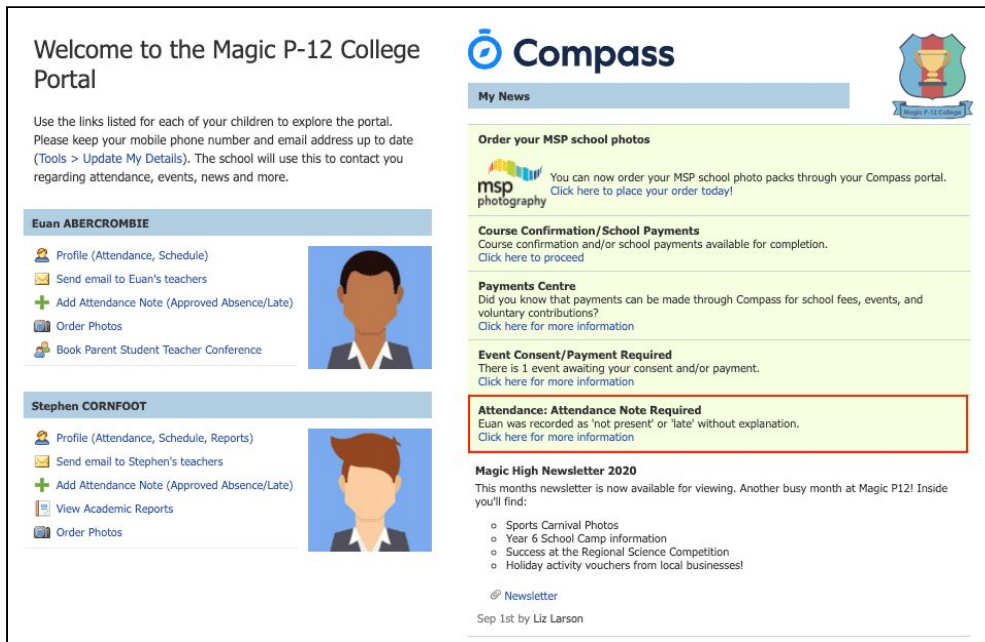
Potentially Affected Sessions

Activity	Start	Finish
SPO10B (Sport)	24/06/2020 09:51 AM	24/06/2020 10:48 AM
BIO10B (Biology)	24/06/2020 11:12 AM	24/06/2020 12:09 PM

How To: Add an Attendance Note for an Unexplained Absence

If your child has been marked Not Present without an explanation, you will be required to add an Attendance Note.

You will see an alert on your homescreen.



Welcome to the Magic P-12 College Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

Euan ABERCROMBIE

- Profile (Attendance, Schedule)
- Send email to Euan's teachers
- Add Attendance Note (Approved Absence/Late)
- Order Photos
- Book Parent Student Teacher Conference

Stephen CORNFOOT

- Profile (Attendance, Schedule, Reports)
- Send email to Stephen's teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Order Photos

My News

Order your MSP school photos
You can now order your MSP school photo packs through your Compass portal. Click here to place your order today!

Course Confirmation/School Payments
Course confirmation and/or school payments available for completion. Click here to proceed

Payments Centre
Did you know that payments can be made through Compass for school fees, events, and voluntary contributions? Click here for more information

Event Consent/Payment Required
There is 1 event awaiting your consent and/or payment. Click here for more information

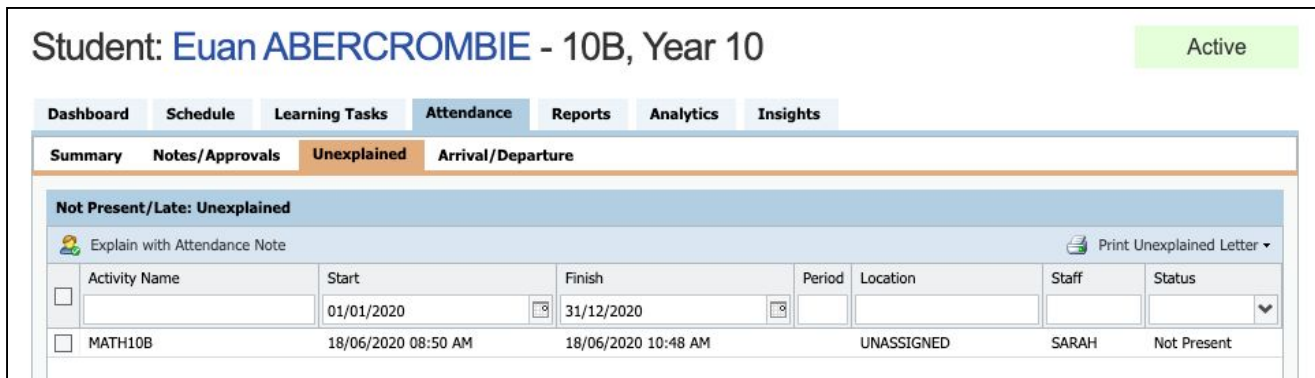
Attendance: Attendance Note Required
Euan was recorded as 'not present' or 'late' without explanation. Click here for more information

Magic High Newsletter 2020
This months newsletter is now available for viewing. Another busy month at Magic P12! Inside you'll find:

- Sports Carnival Photos
- Year 6 School Camp information
- Success at the Regional Science Competition
- Holiday activity vouchers from local businesses!

Newsletter
Sep 1st by Liz Larson

Click the alert and it will take you to your child's 'Unexplained' attendance tab where you will see any sessions listed for which they were marked as Not Present or Late.



Student: Euan ABERCROMBIE - 10B, Year 10 Active

Dashboard | Schedule | Learning Tasks | **Attendance** | Reports | Analytics | Insights

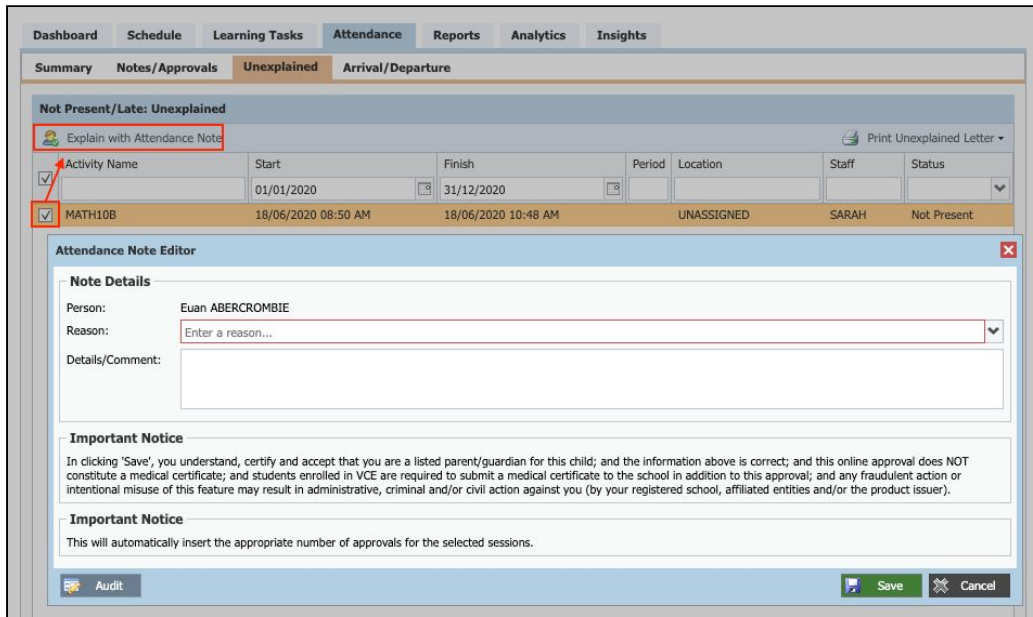
Summary | Notes/Approvals | **Unexplained** | Arrival/Departure

Not Present/Late: Unexplained

Explain with Attendance Note Print Unexplained Letter

Activity Name	Start	Finish	Period	Location	Staff	Status
MATH10B	18/06/2020 08:50 AM	18/06/2020 10:48 AM		UNASSIGNED	SARAH	Not Present

Select the session (or sessions) that you are adding a note for and then click 'Explain with Attendance Note'. This will cause the Attendance Note screen to pop open.



Dashboard Schedule Learning Tasks Attendance Reports Analytics Insights

Summary Notes/Approvals Unexplained Arrival/Departure

Not Present/Late: Unexplained

Explain with Attendance Note Print Unexplained Letter

Activity Name	Start	Finish	Period	Location	Staff	Status
<input checked="" type="checkbox"/>	01/01/2020	31/12/2020				
<input checked="" type="checkbox"/> MATH10B	18/06/2020 08:50 AM	18/06/2020 10:48 AM		UNASSIGNED	SARAH	Not Present

Attendance Note Editor

Note Details

Person: Euan ABERCROMBIE

Reason: Enter a reason...

Details/Comment:

Important Notice

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child; and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

Important Notice

This will automatically insert the appropriate number of approvals for the selected sessions.

Audit Save Cancel

Select the applicable reason for the absence and add in the relevant details/comment. Click 'Save'. This will assign the attendance note to the sessions you selected and they will update to no longer show as unexplained absences.