

Box Hill Senior Secondary College

COMPASS ONLINE COMMUNICATION Student Reports and Attendance Monitoring

Dear Parents and Homestay Providers,

Box Hill Senior Secondary College uses a community portal called 'COMPASS' as a primary means of communication between the school and home.

Parents are able to log in to COMPASS via a link on the school website www.bhssc.vic.edu.au or via the following link <https://bhssc.vic.jdlf.com.au>

All Parents and Homestay Providers have a unique login for COMPASS. Your COMPASS User Name and COMPASS Password are.

Username: TO BE ADVISED FOLLOWING YOUR STUDENT'S ENROLMENT

Password: TO BE ADVISED FOLLOWING YOUR STUDENT'S ENROLMENT

Please note – this User Name and Password **must not be given to the student.**

It is essential that the Homestay Provider and Parents-living-in-Melbourne log in to COMPASS **at least once a week** to monitor their student's attendance. Students who are absent from school due to illness need to see a Doctor / GP. **They must obtain a Medical Certificate.** This is a College attendance requirement for International Students. The student must give the Medical Certificate to Therese or Susan on the day they return to school. The Homestay Provider or Parent-living-in-Melbourne needs to approve the absence on COMPASS as **Reason: 'Medical Certificate'**. No other reason is acceptable. The student cannot approve their own absence. **Parents overseas are also encouraged to login to COMPASS each week and monitor their child's attendance.**

There are a number of modules available in COMPASS that will be of interest to Parents and Homestay Providers:

1. **Reports** – commencing from the first GPA in Term 1, view your student's report as an electronic PDF file. **The end of semester report is also published on COMPASS.**
2. **Attendance** – view your student's daily class schedule and attendance online, approve absences, and indicate future absence. SMS alerts are sent for students marked absent from class prior to midday.
3. **News Feed** – the school posts news about events and activities at the school. The News Feed is customised, showing only the information relevant to you and your student(s).
4. **Newsletter** – Notification the newsletter has been published on the College website will be sent to you via COMPASS.
5. **Teacher email** – you can email your student's teachers directly.
6. **Parent/Student/Teacher interviews** – make appointments with teachers on interview day. Times and dates are published on COMPASS.
7. **Photos** – you can order photos. Replacement ID cards can be ordered if the original is lost.

Please do not hesitate to contact us if you need any further assistance with using COMPASS.

Kind regards,

SUSAN CONNELL
International Student Coordinator

FIONA ERWICH
Assistant Principal (Curriculum)