Glen Iris Primary School

Parent Communication

Glen Iris Primary School understands the importance of getting information out to the parent body, and uses a parent portal called Compass School Manager.

This portal is used by our school community – teachers, student's families and administrators and provides immediate and pertinent information. The benefits of Compass are:

- Improved communication throughout the school community by way of a single point of contact that can be accessed via computers, smart phones and iPads
- Improved attendance management. Teachers mark the rolls electronically both morning and afternoon. Parents are required to log their children's absences as early as possible on or before the day of absence. (See section on Absences next page)
- Student Reports are accessible through Compass
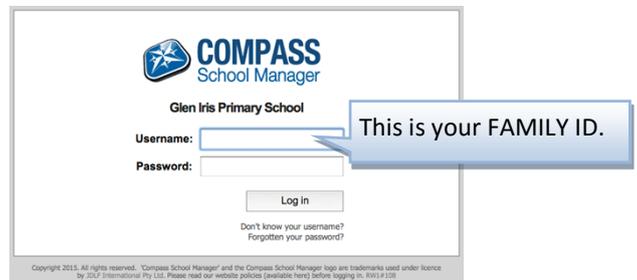- Live updates of school news

We recommend the Compass App for ease of use on small devices. Not all functions are available, but you can access Parent Approvals (absences), student reports and view current news items.

Each family requires a Username and Password. Every new family was sent a letter with this information. However, if you have lost these details please call the office on 9885 3624.
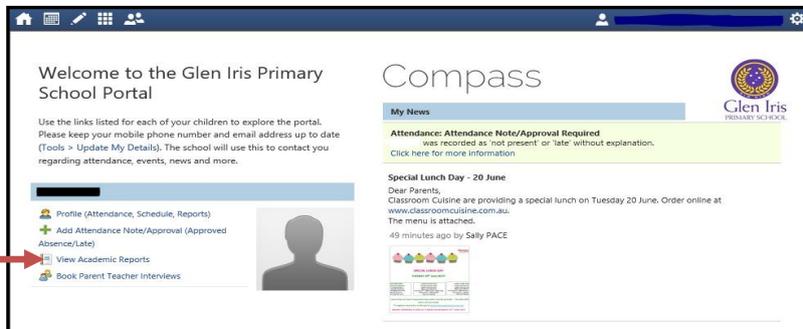
How to Log in to Compass

Access Compass by selecting the Compass icon on the Glen Iris Primary School website, or by bookmarking the link: https://gips.vic.jdlf.com.au for future use. The 'Log In' page will open. Enter your Username and Password. Press the 'Log in' Button.

This is your FAMILY ID.

If it's your first time in Compass, you will be asked to change your password. Follow the instructions on the screen.
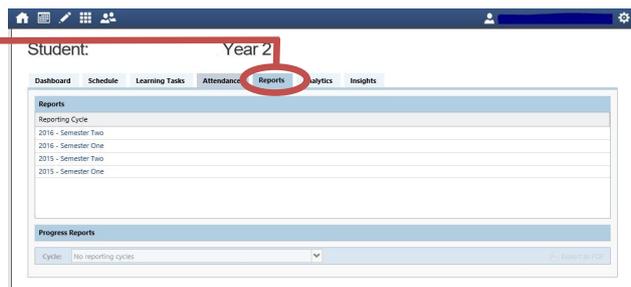
Home Page

To Access School Reports

On the website home page, click on "View Academic Reports". This will bring up a new screen.

Click on the "Reports" tab to see a list of available reports.

Click on the desired report to download and view it.

Students' Semester 1 Reports for 2017 will be available from Wednesday 28 June at 4.00pm.

Further information on this semester's reports will be sent home next week.

Attendance—Parent Approvals
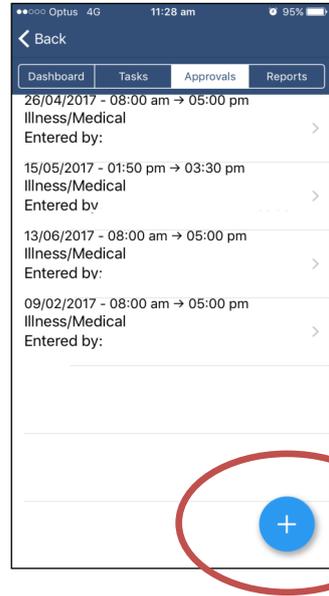
You can use Compass to log student absences.

On the App, click on the photo of the student, then select "Approvals" from the top menu.

On the Approvals page, click on the big blue "plus" button on the bottom of that screen, and fill in the form.
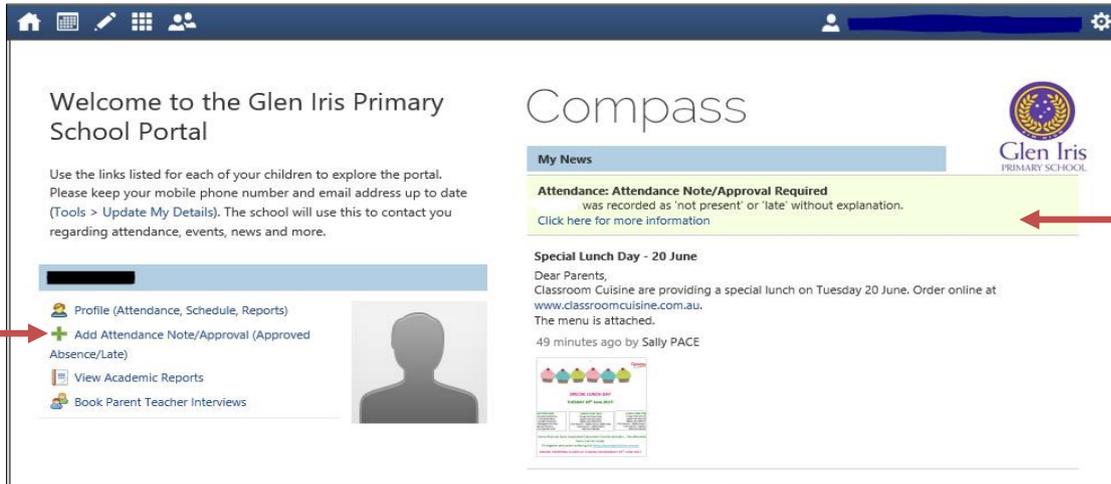

Please inform the school if your child is going to be absent from school as early as possible, on or before the day of the absence, via Compass School Manager.

NB: Each day has 2 teaching sessions.
A full day = 2 "Not Present " Sessions

On the website, click on "Add Attendance Note / Approval" for the student. This will open a window with a form to complete and submit.

You can also approve any unapproved absences on your child's record. Click on "Profile", then the "Attendance" tab, and then "Unexplained". Or click on the news item on the right (as pictured above).

Click on the box on the left hand side of the absence, then on "Explain with Note/Approval". Fill in the approval.