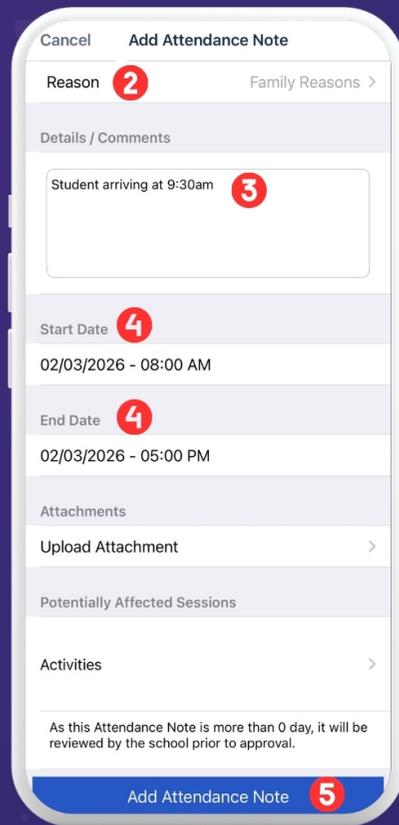


# A QUICK HOW TO GUIDE FOR REPORTING LATE ARRIVALS / EARLY DEPARTURES IN COMPASS

Please note that students are still required to sign in or sign out at Student Services, even if an absence note has been submitted through Compass. It is important that the **absence note is entered in Compass before your child signs in late**. If the note is added after signing in, it may result in an unauthorised absence being recorded.



## USING THE COMPASS APP

From the homepage, click on the blue shortcuts button from the bottom taskbar

- 1 Click on 'Submit Attendance Note'
- 2 Select the reason
- 3 Enter in the details/comments section the time and if your child will be arriving late/departing early
- 4 Select the start and finish date - **(please do not adjust the times as this will occur automatically once the student signs in/out at Student Services)**
- 5 Click the 'Add Attendance Note' button to save

**IMPORTANT:** If your child needs to leave during class time, they **must provide a handwritten note to their teacher**, even if the absence has been recorded in Compass. If they are leaving during a Recess break, a handwritten note is not required.

Students **MUST** sign in or sign out at **Student Services** before going to class or leaving the school grounds — even if a note has already been recorded in Compass.