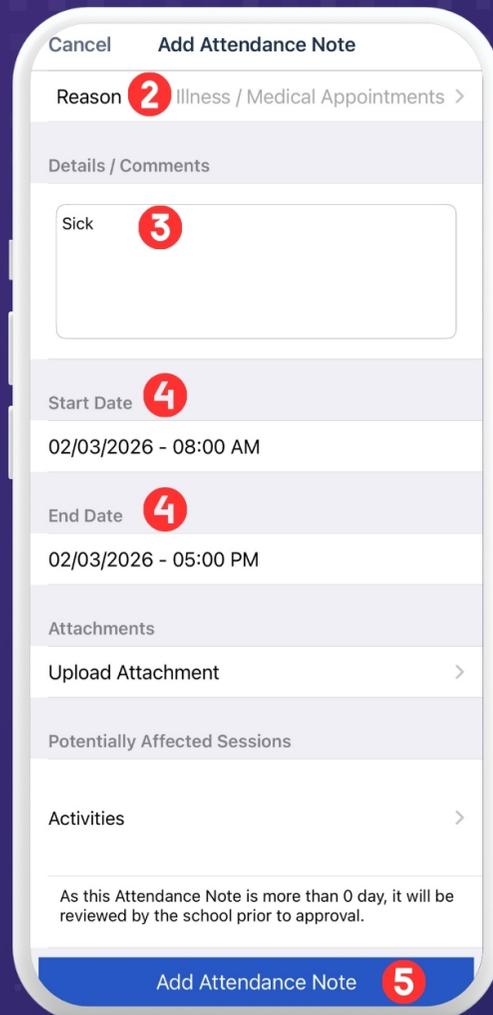


A QUICK HOW TO GUIDE FOR REPORTING STUDENT ABSENCES IN COMPASS

This guide is for reporting absences of a full day or multiple consecutive days.
If your child will be away for part of a day only, please see the 'Reporting late arrivals/early departures' guide.



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 a brief description of the absence
- 4 Select the start and finish date - **(please do not adjust the times)**
- 5 Click the 'Add Attendance Note' button to save

IMPORTANT NOTE: If you know your child will be away, please submit an attendance note using the steps above, rather than through the Attendance tab.

Entering it through the Attendance tab will only mark your child absent for the rolls that have already been marked at the time you submit it, not for the entire day or future classes.

Submitting the note correctly ensures your child's absence is recorded accurately for the full duration.