

If you are using the Compass App:

- You will need to select the **"shortcuts tab"** at the bottom of your screen
- Then select **add attendance notes**
- Please put in your **reason for your child's absence**
- Select the **correct date and time and press save.**

This will advise their teacher that they will be absent for the duration you selected.

If you are still unsure, please feel free to come and see us in the office - we will be happy to help you!
Thank you, From the Office

