



# Parent Guide

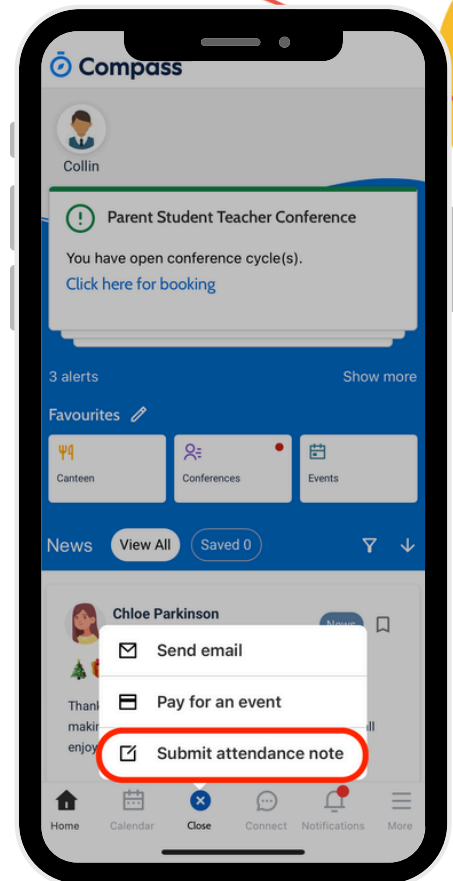
Compass App



## Add an Attendance Note

If your child is going to be absent from school, you can add an attendance note to explain their absence.

1. Click on the blue 'Shortcuts' button
2. Click on 'Submit attendance note'
3. Select the reason
4. Enter any details and comments
5. Select the start/finish date and time
6. Upload any attachments
7. Click on 'Add Attendance Note' to submit the note



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## View your child's absences

1. From the homepage, click on your child's profile picture
2. Click on the 'Attendance' tab
3. Click on the 'Unexplained' tab

If you need to explain an absence, click on the checkbox next to the absence and explain with an attendance note.

