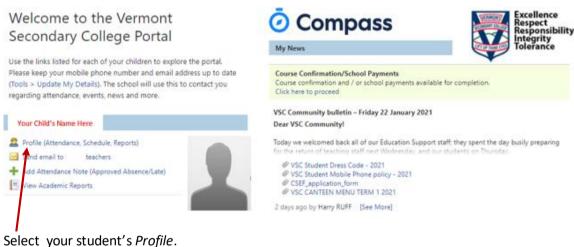
## **Completing an Absence on Compass**

Completing an absence note on Compass is quite simple and is preferred to you writing and sending an absence note with your student. You need to complete an absence for your student whenever s/he is:

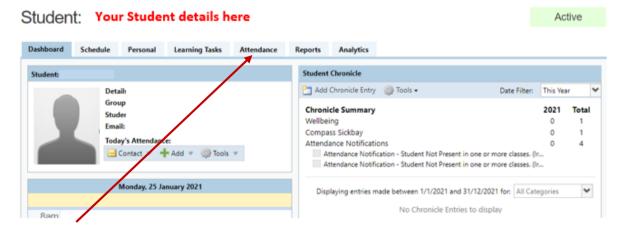
- absent for one or more days
- arriving late to school
- leaving school early
- leaving during the day and later returning to school

Log into Compass. If you are using a smart phone click on the *three horizontal lines* at the top right hand corner and select *Open in Browser*. This will mean you are using the entire suite of Compass software instead of an abridged version.

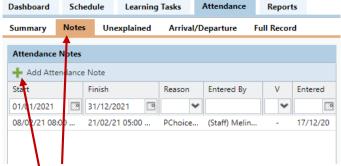
You will see a screen similar to this, containing your student(s) details.



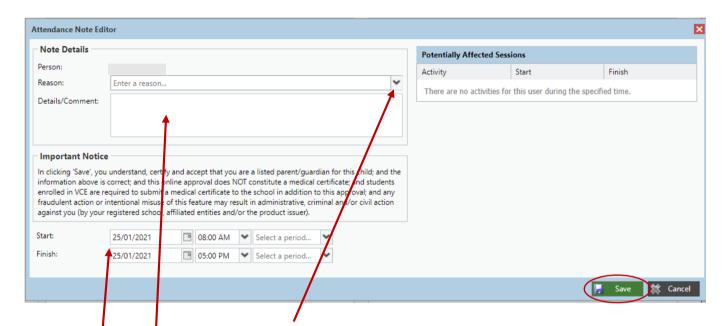
select your student s rrojne.



Select the Attendance Tab



- 1. Select *Notes* Tab. You can see any previous notes that have been entered here.
- 2. Select +Add Attendance Note.



Select the down arrow to choose from the list of reasons the student is absent

Please put ary additional information here that you think the school will find useful. Eg Isolating, waiting on COVID test results. or Sprained her ankle and cannot walk at the moment

If the student is away for the day simply select *Save*. If the absence is for multiply days, arriving late or leaving early, indicate the *Start and Finish* times appropriately. When completed select the green *Save* button

