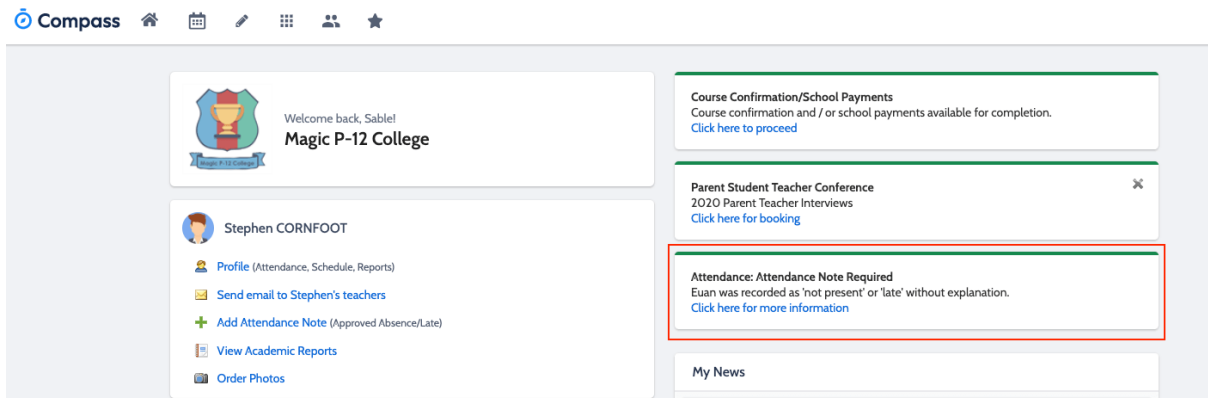


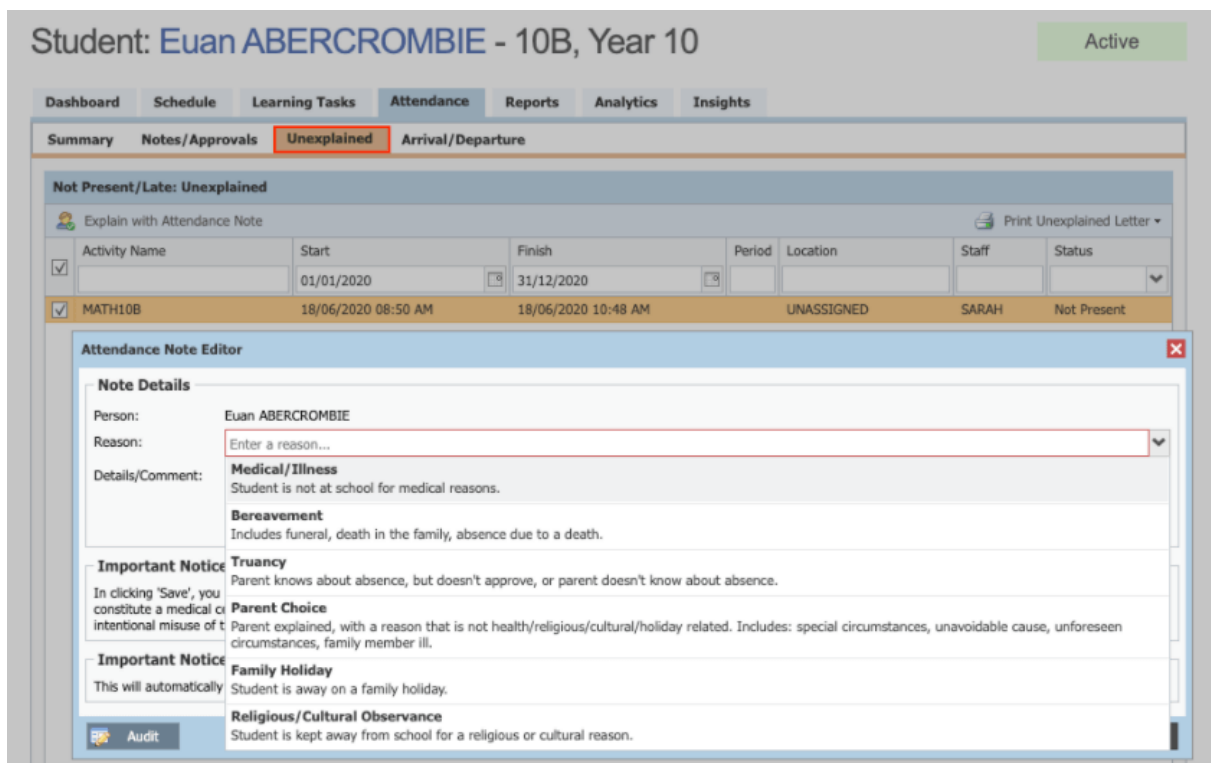
# Adding a Note or Approval

Parents can approve their children's unexplained absences or late arrivals. They will receive an alert on their Compass home page letting them know that their child/children was marked late or absent and there is no note/approval on the system for it.



Clicking on this notification will allow them to add a Note or Approval for one or more absences.

To add a note or approval, they can select one or more of the absences listed, add in further details and then select the "Explain with Note/Approval" button. Parents have a modified list of the options that the school has when adding a Note/Approval.

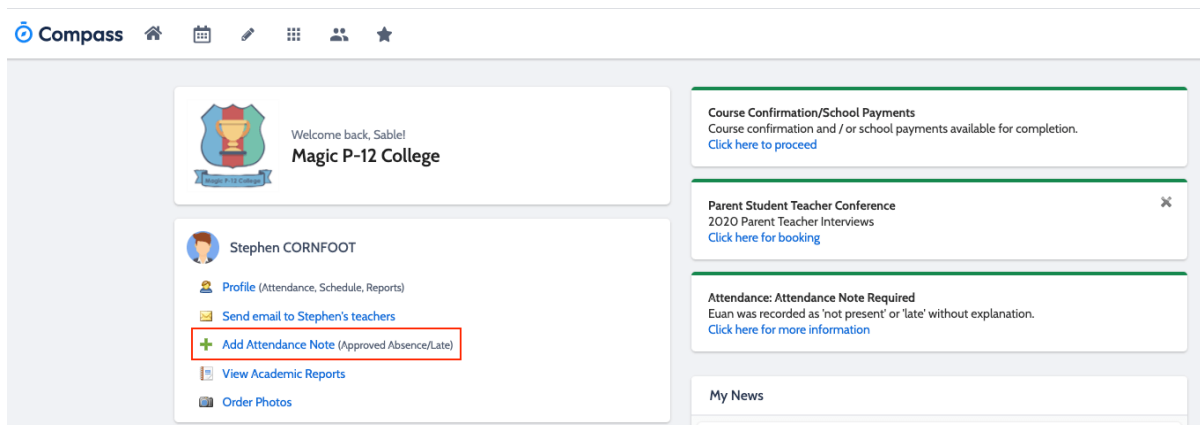


Please note that parents also cannot edit their notes or approvals once they've been saved, and will need to contact the school if changes need to be made.

# Adding a Note/Approval for a future absence – FULL DAY ABSENCES ONLY

Parents can also enter notes and approvals in advance, if they know their child is going to be FULL DAY absence from school.

To do this from their Home page, they can click on the 'Add Attendance Note/Approval' link listed underneath the name of the relevant student.



This will take them to the Attendance screen, with a pop-up window to enter details of the note or approval. Parents can then select the applicable date range - in the future if required.

