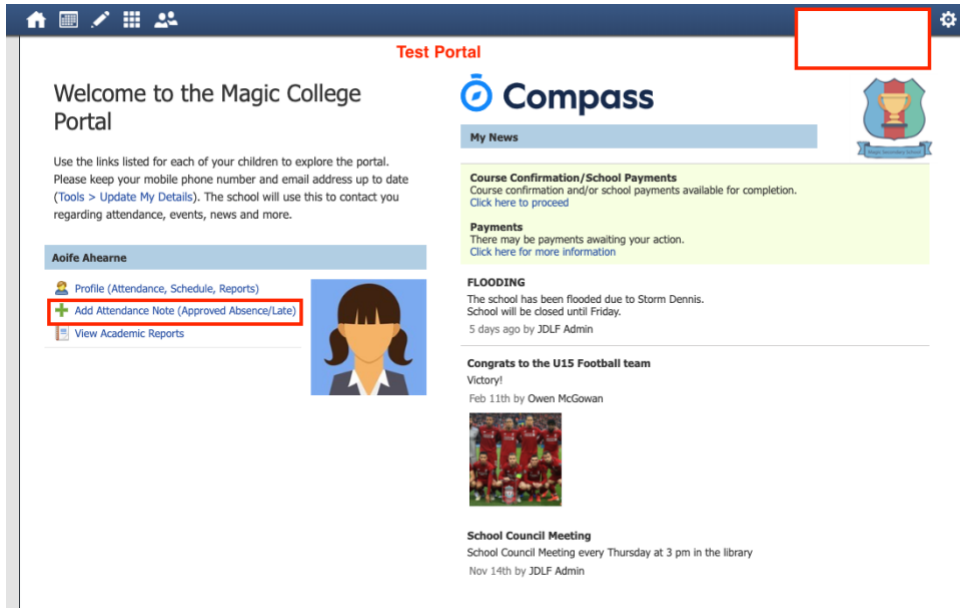
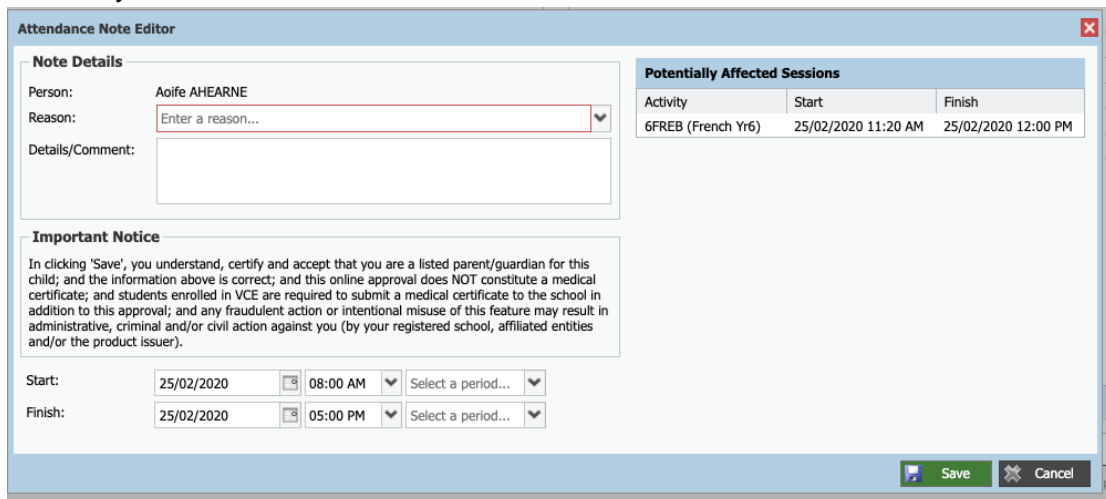


How to add an attendance note.

1. Login into the schools Compass portal
2. Once logged in you will be brought to your dashboard page. Navigate to Add Attendance Note (Approved Absence/Late)



3. This will bring you to a new page and a pop up box for where you add in the attendance note for your student.



The 'Attendance Note Editor' window is shown. It includes the following sections:

- Note Details:**
 - Person: Aoife AHEARNE
 - Reason: Enter a reason...
 - Details/Comment: [Text area]
- Important Notice:**

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child; and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).
- Potentially Affected Sessions:**

Activity	Start	Finish
6FREB (French Yr6)	25/02/2020 11:20 AM	25/02/2020 12:00 PM
- Start:** 25/02/2020 08:00 AM [Select a period...]
- Finish:** 25/02/2020 05:00 PM [Select a period...]

Buttons: Save, Cancel

4. The following details need to be provided: The reason, Details/Comment, Start date/time and Finish date/time.

5. Then press save. This note will be saved on the Compass system.

If you have any questions,
please call 01 699 4305 or email us
support@compass.edu.au

www.compass.education