

GUIDE FOR PARENTS HOW TO ENTER ATTENDANCE NOTES IN COMPASS

1. Accessing Compass:

- You can access Compass via the Compass website or the Compass app.
- Ensure you're logged in to your parent account.

2. Adding an Attendance Note:

- **From the Compass home screen:** Look for "Add Attendance Note".
- **From your student's profile:** Access your student's profile and look for "Add Attendance Note".
- **Using the Compass app:** Click on the blue shortcuts button, then select "Submit attendance note".
- **From the homepage:** Look for the "Add Attendance Note" item. Click on the "Add Attendance Note" item to open the note screen.

3. Filling in the Information:

- **Select the reason:** Choose the reason for the absence from the dropdown list (e.g., Illness, Medical Appointment, Holiday, etc.).
- **Add details/comments:** Provide any additional information about the absence in the Details/Comment box.
- **Select start and finish date/time:** Specify the start and end date and time of the absence.
- **Upload any attachments:** If necessary, you can upload any relevant documents or attachments.

4. Saving the Note:

- Click "Save" to save the attendance note.

5. Explaining Unexplained Absences:

- If your child has been marked as absent without an explanation, you will receive an alert on your homepage.
- Click on the alert and it will take you to your child's "Unexplained" attendance tab.
- Select the session(s) you want to explain and click "Explain with Attendance Note".
- Follow the steps above to provide the necessary information and save the note.

6. Viewing Attendance Information:

- Using Compass, you can view up-to-the-minute attendance information for your child.
- You can access your child's attendance tab through their profile.