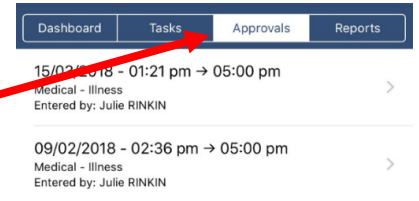


ADDING AN ATTENDANCE NOTE ON A SMARTPHONE

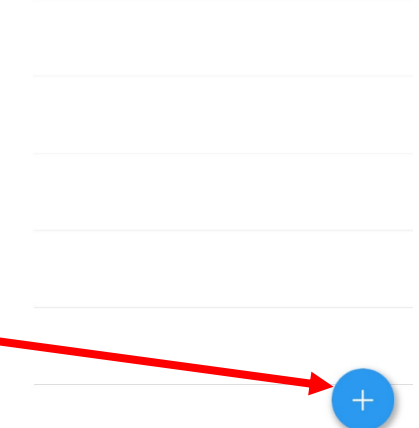


1. Go to your Compass App homepage and select the student you would like to insert the attendance note for.

2. Select the **Approvals** tab along the top ribbon.

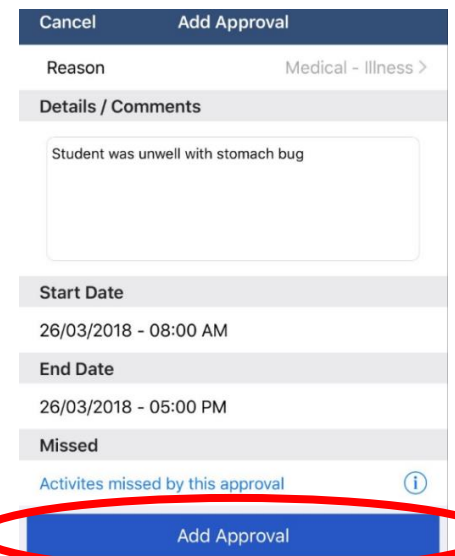
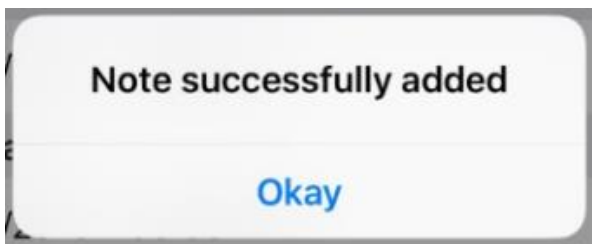


3. Press the **blue + button** in the bottom right corner to create a new attendance note.



4. Select the **Reason**, enter a **Comment** and **select the date(s)** the student requires the absent note from. When finished, click **Add Approval**.

A pop-up will appear to tell you that the note has successfully been added:



5. When you have completed this process, it will now look like this in your Attendance Notes/Approvals section:

