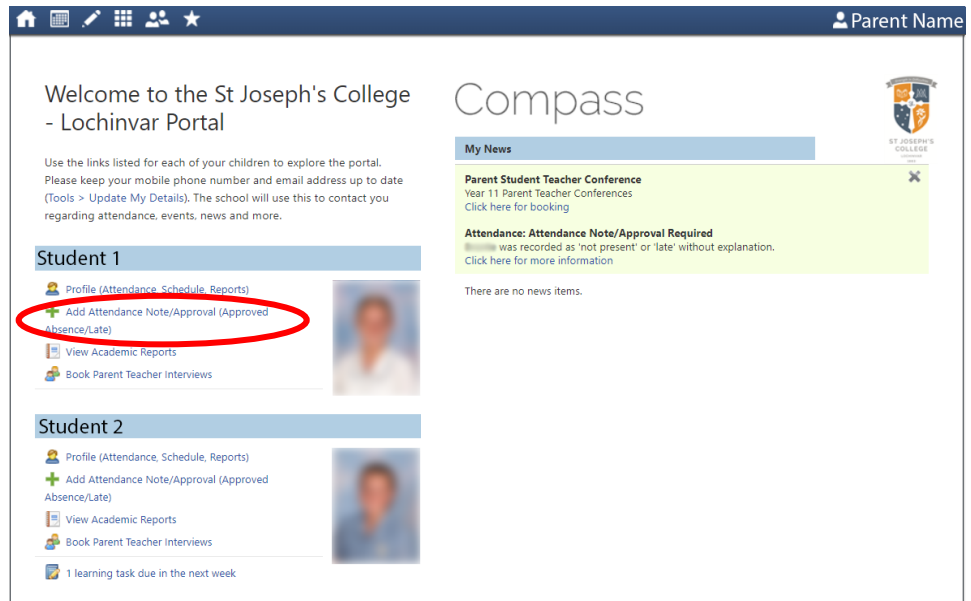
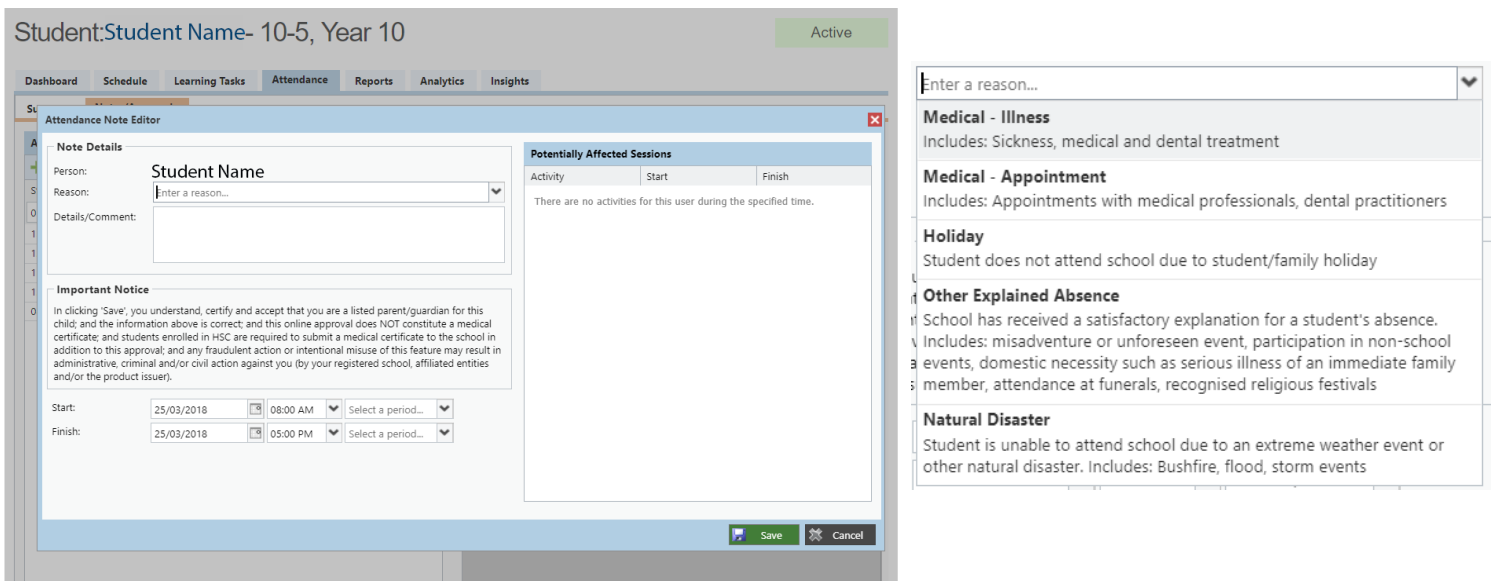


ADDING AN ATTENDANCE NOTE

1. Go to your Compass homepage and select **Add Attendance Note/Approval (Approved Absence/Late)** for the chosen student.



2. Select your reason from the drop down menu and enter details/comments where necessary. Enter the dates that the student was absent.



When finished, click **Save** on the bottom right corner.

3. When you have entered your Attendance Note, it will be entered in the list of Attendance Notes/Approvals.

Attendance Notes/Approvals					
+ Add Note/Approval					
Start	Finish	Reason	Entered By	V	Entered
01/01/2018	31/12/2018				
26/03/18 08:00 AM - 26/03/18 05:00 ...		Other	(Parent) Mrs...	-	25/03/18