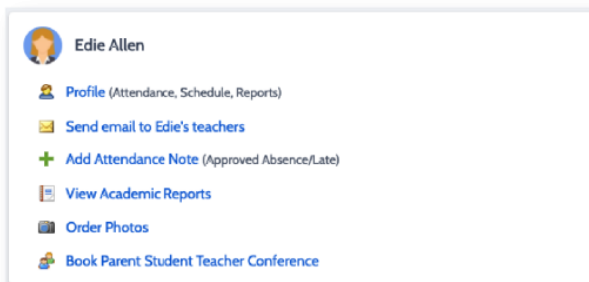


Entering an Attendance Note on a desktop

From the Compass home screen (or from your student's profile), click the Add Attendance Note item.

1. From the Compass home screen (or from your student's profile), click the Add Attendance Note item.
2. From the pop-up window
 - Select the reason
 - Enter a brief description of the absence
 - Select the start and finish time
 - Click the 'Save' button



What is an Attendance Note?

An Attendance Note is used to explain when your child is absent or late for school.

A screenshot of the Attendance Note Editor form. The form is titled "Attendance Note Editor" and contains several sections:

- Note Details:** Person: Edie ALLEN; Reason: Medical/Illness; Details/Comment: Feeling unwell - have a medical appointment this afternoon.
- 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:** A table showing sessions affected by the note.
- Start/Finish:** Start: 08/02/2021 09:00 AM; Finish: 08/02/2021 03:30 PM.
- Buttons:** Save and Cancel buttons at the bottom right.

Activity	Start	Finish
05GEN_05A (Yr 5 Gene...	08/02/2021 09:00 AM	08/02/2021 12:00 PM
05GEN_05A (Yr 5 Gene...	08/02/2021 12:30 PM	08/02/2021 03:30 PM

Entering an Attendance Note using the Compass App

1. From the homepage, click on the blue shortcuts button from the bottom taskbar
2. Click on 'Submit Attendance Note'
 - Select the reason
 - Enter a brief description of the absence
 - Select the start and finish time
 - Click the 'Save' button

