## ENTERING ABSENCES ON COMPASS PARENT PORTAL

## Attendance: Attendance Note/Approval Required

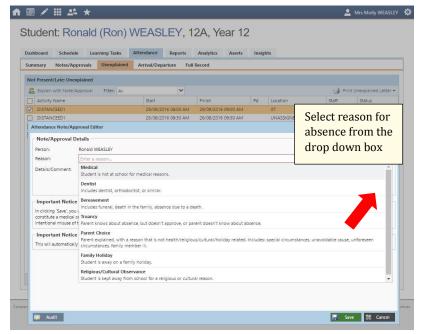
Ron was recorded as 'not present' or 'late' without explanation. Click here for more information If your child has any unapproved absences you will receive an alert on your Compass home page letting you know this, and allowing you to add a Note or Approval.

Clicking on this notification will take you to the Unexplained tab for that child's attendance, where you can choose to add a Note or Approval for one or more absences. To add a note or approval, select one or more of the absences listed, then select the 'Explain with Note/Approval' button.

Please note that you cannot edit you notes or approvals after they've been created. If you do need to make any amendments please contact your school, as they can do this for you.

**Note:** Each day has 2 teaching sessions (am and pm session).

**<u>Do not</u>** change the times if reporting a **full day absence**.



## Adding a Note/Approval for Absence in advance

You can enter notes and approvals in advance, if you know that your child is going to be absent from school (e.g. sick).

To do this from your homepage, click on the 'Add Attendance Note/Approval' link listed underneath the name of the relevant student.

This will take you to the Attendance screen, with a pop-up window to enter details of the note or approval. Here you can select the applicable date range - in the future if required.

