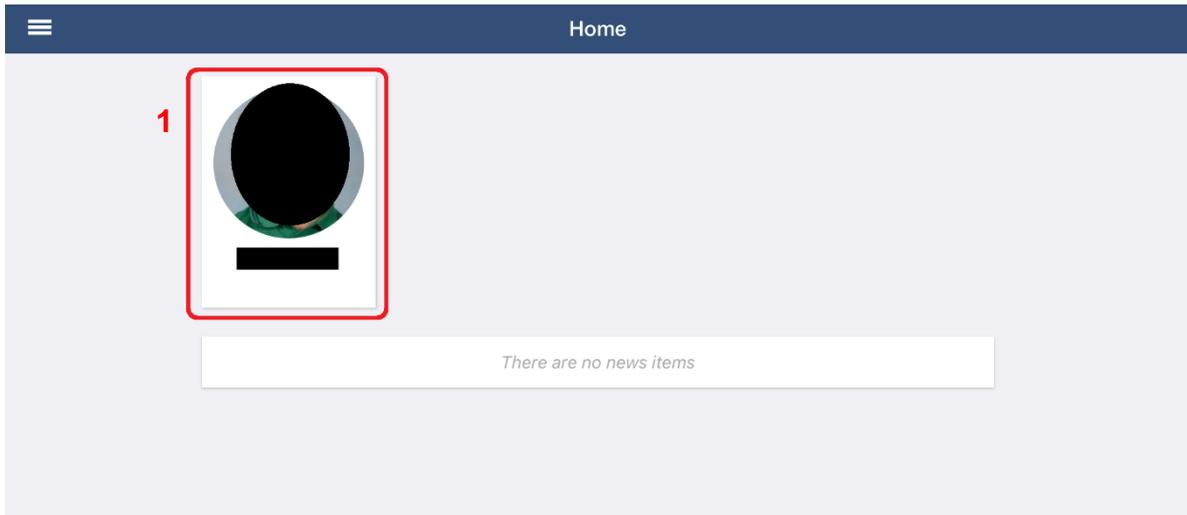
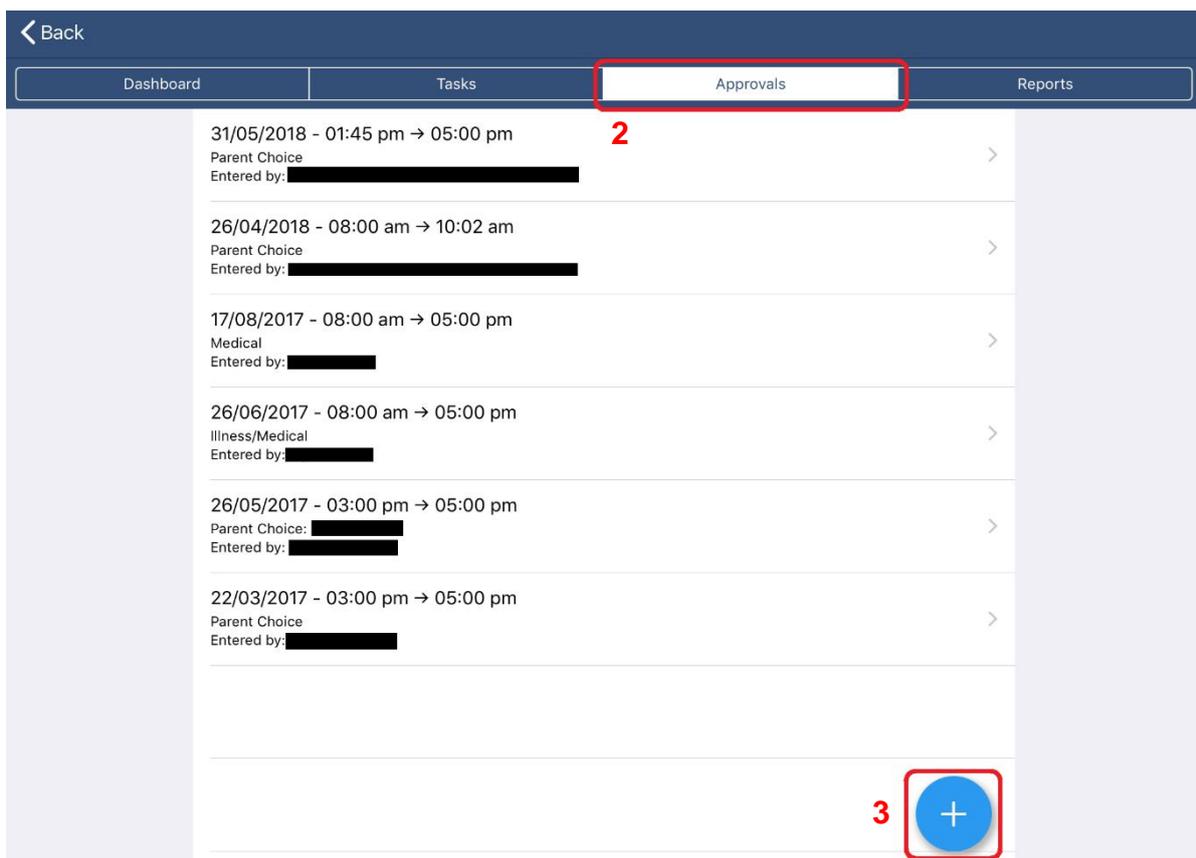




# How to add an Attendance Approval Note using the Compass App



1. Login to the Compass App and select the child you want to enter an approval for



2. Navigate to the “Approvals” tab. Here you will see all past approvals that have been entered on Compass

3. Tap on the “+” button to add a new Attendance Note



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The screenshot shows the 'Add Attendance Note' screen in the Compass App. At the top, there is a dark blue header with 'Cancel' on the left and 'Add Attendance Note' on the right. Below the header is a red-bordered box containing a 'Reason' dropdown menu with 'None >' selected. A red number '4' is placed to the left of this box. Below the 'Reason' box is a grey bar labeled 'Details / Comments' with a large empty white text area. Below that is another red-bordered box containing 'Start Date' (25/06/2018 - 08:00 AM) and 'End Date' (25/06/2018 - 05:00 PM) fields. A red number '5' is placed to the left of this box. Below the date fields is a grey bar labeled 'Missed' with the text 'Activites missed by this attendance note' and an information icon (i). A red number '6' is placed to the left of a blue button at the bottom labeled 'Add Attendance Note'.

4. Select the reason for your child's absence

5. Enter the start/end date & time that your child will be/has been affected by the absence (for a full day of absence, ensure you select times that cover from 9:00am to 3:15pm like the example above)

6. Click "Add Attendance Note" to save the Attendance Note to Compass, your approval will automatically be added to your child's roll and attendance data