How to add an Attendance Approval Note using Compass Parent Portal

1. "My News" will show you if an Attendance Note is required

2. Click "Add Attendance Note"

3. Select the reason for your child's absence

4. 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)

5. Check that the times you have selected will affect the appropriate sessions that the child was absent for

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