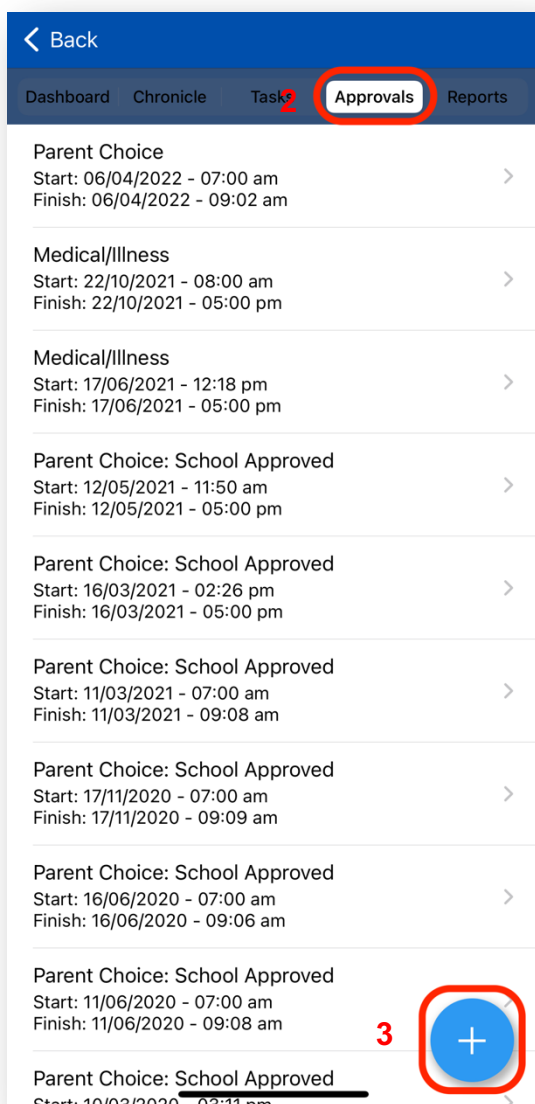
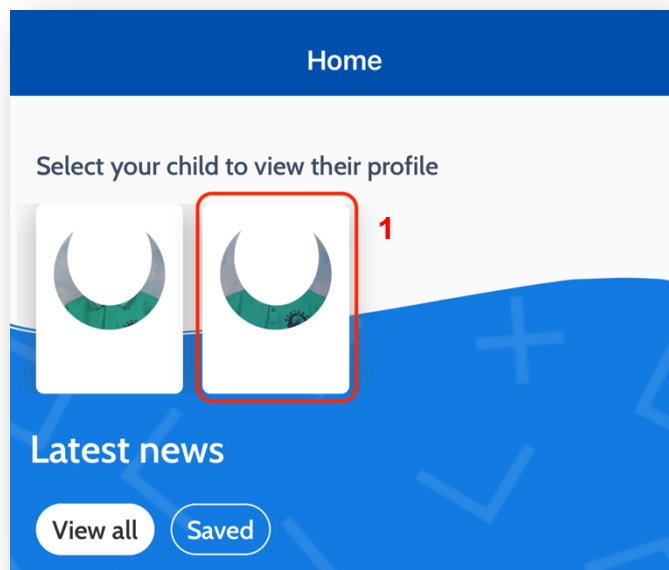




## How to add an Attendance Approval Note using the Compass App

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



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

**4.** Select the reason for your child's absence

**5.** Enter any further details that the school should know regarding this absence

**6.** 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)

**7.** 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

A screenshot of the 'Add Attendance Note' screen in the Compass App. The screen has a blue header with 'Cancel' and 'Add Attendance Note' buttons. Below the header, there are several sections: 'Reason' (a dropdown menu with 'None >' selected), 'Details / Comments' (a text input area), 'Start Date' (a date and time picker showing '03/05/2022 - 08:00 AM'), 'End Date' (a date and time picker showing '03/05/2022 - 05:00 PM'), 'Potentially Affected Sessions' (a section with 'Activities' and a right arrow), and a large blue 'Add Attendance Note' button at the bottom. Red callout numbers 4 through 7 are placed to the left of the corresponding UI elements: 4 points to the 'Reason' dropdown, 5 points to the 'Details / Comments' text area, 6 points to the 'Start Date' and 'End Date' date/time pickers, and 7 points to the 'Add Attendance Note' button.