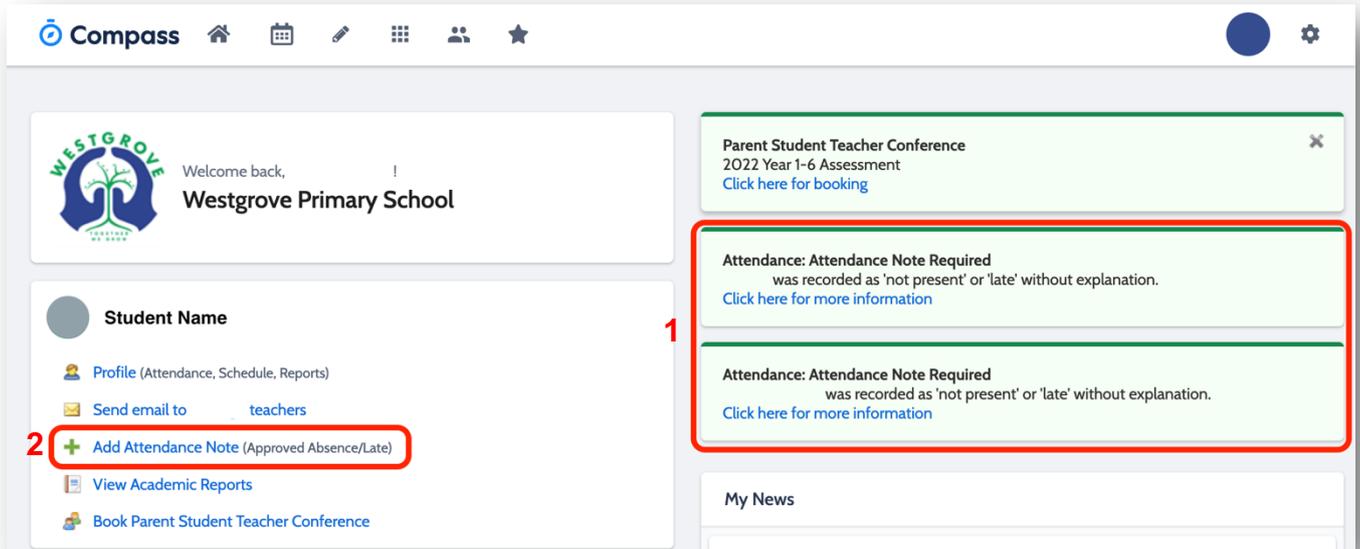
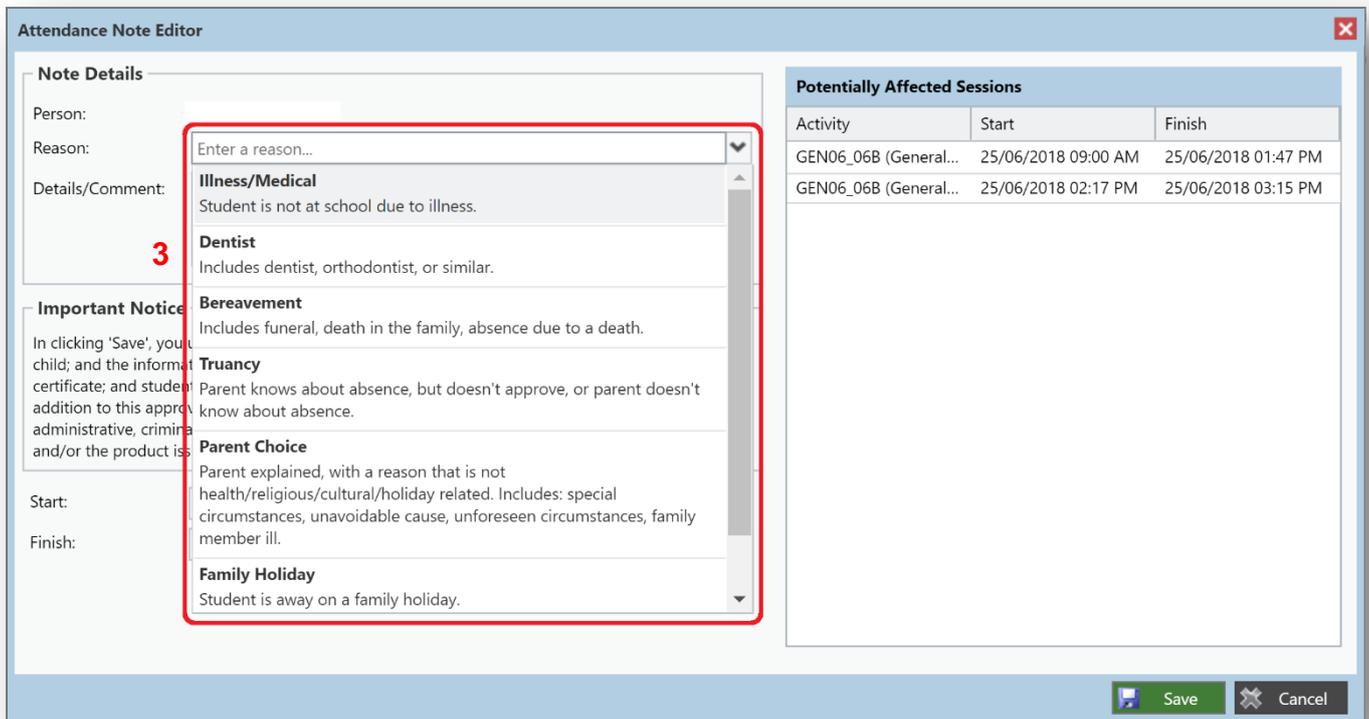




How to add an Attendance Approval Note using Compass Parent Portal



1. You will see a notification on your homepage if an Attendance Note is required due to unexplained absence. Clicking this link will take you to all Unexplained Absences, to which you can enter Attendance Notes to explain.
2. You can also select **Add Attendance Note** which will take you directly to the Attendance Note Editor to create a note for that student



3. Select the reason for your child's absence



How to add an Attendance Approval Note using Compass Parent Portal

The screenshot shows the 'Attendance Note Editor' window. It is divided into several sections:

- Note Details:** Includes fields for 'Person', 'Reason' (set to 'Medical/Illness'), and 'Details/Comment' (highlighted with a red box and the number 4).
- Important Notice:** A text block providing legal disclaimers.
- Start/Finish:** Fields for 'Start' and 'Finish' dates and times (02/05/2022, 08:00 AM and 02/05/2022, 05:00 PM) with dropdown menus for selecting periods (highlighted with a red box and the number 5).
- Potentially Affected Sessions:** A table showing sessions affected by the absence (highlighted with a red box and the number 6).

Activity	Start	Finish
GEN06_06H (Generalis...	02/05/2022 09:00 AM	02/05/2022 01:45 PM
GEN06_06H (Generalis...	02/05/2022 02:25 PM	02/05/2022 03:15 PM
- Add Attachments:** A section for uploading files, currently empty (highlighted with a red box and the number 7).
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right (highlighted with a red box and the number 8).

4. Enter any further details that the school should know regarding this 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)
6. Check that the times you have selected will affect the appropriate sessions that the child was absent/late for
7. You may choose to upload any supporting documents, such as doctor's notes.
8. Click "Save" to save the Attendance Note to Compass, your approval will automatically be added to your child's roll and attendance data