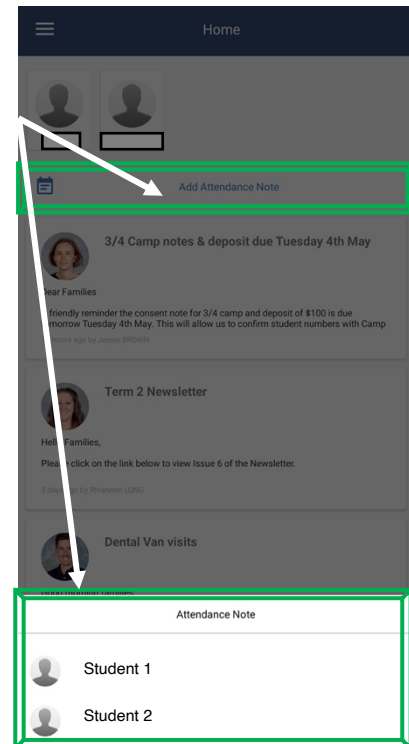
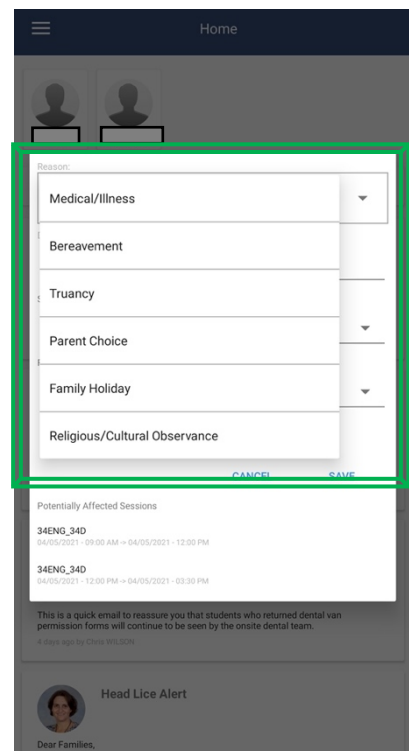


Compass App View

Step 1: On your Compass home screen, a banner will be located at the top that says, 'Add Attendance Note'. Once you press this, an extra box will appear that asks you to select the child you are entering the absence note for.



Step 2: After selecting which child you are entering the absence for, select the 'Reason' drop down box. Choose the reason which matches your child's type of absence.



Step 3: Select the times that your child's absence will occur. You can log absences for multiple days if you know your child will be away for more than a single day. Press 'Save' to submit the attendance note.

Start	Tue, 04 May, 2021	08:00 AM
Finish	Tue, 04 May, 2021	05:00 PM
	CANCEL	SAVE

If you require further support, please do not hesitate to contact our General Office in-person, via phone on (03) 9687 1910, or by emailing footscray.ps@education.vic.gov.au