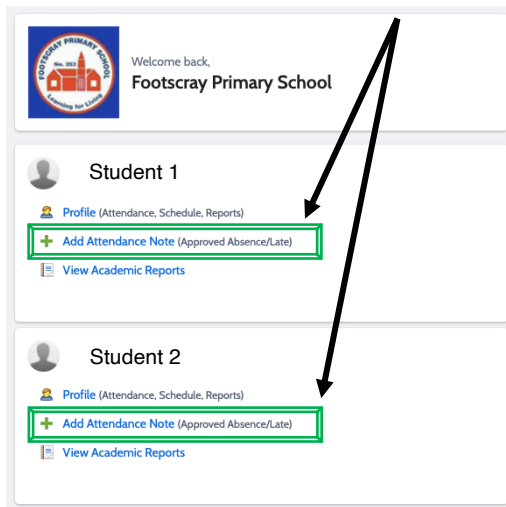
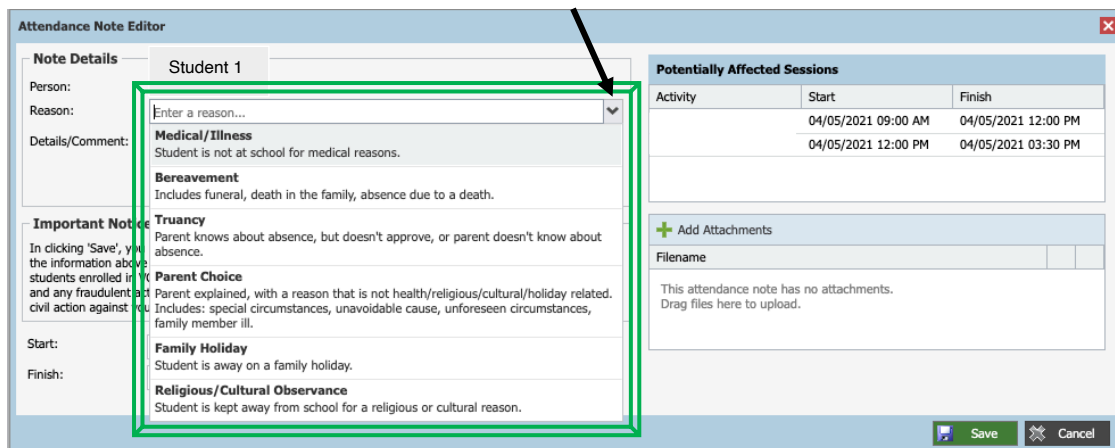


## Computer View

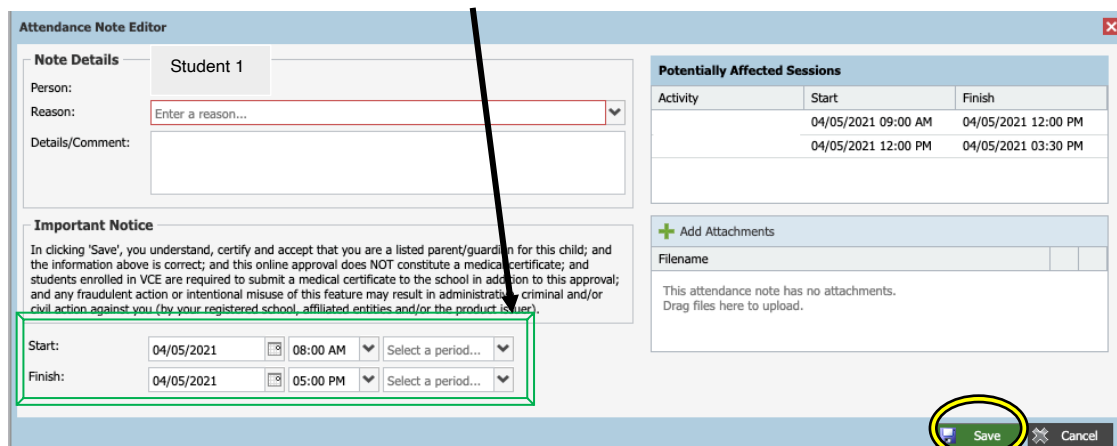
**Step 1:** On your Compass home screen, a profile for each child will appear. Select 'Add Attendance Note' which is a + symbol.



**Step 2:** After selecting 'Add Attendance Note', the below screen will appear. Select the 'Reason' drop down box. This will allow you to choose an absence category that explains why your child is away.



**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.



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](mailto:footscray.ps@education.vic.gov.au)