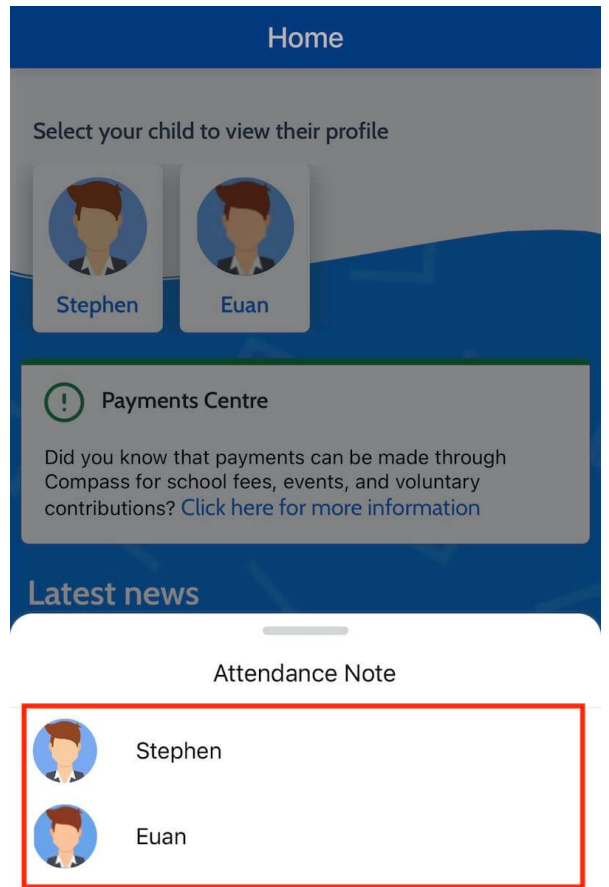
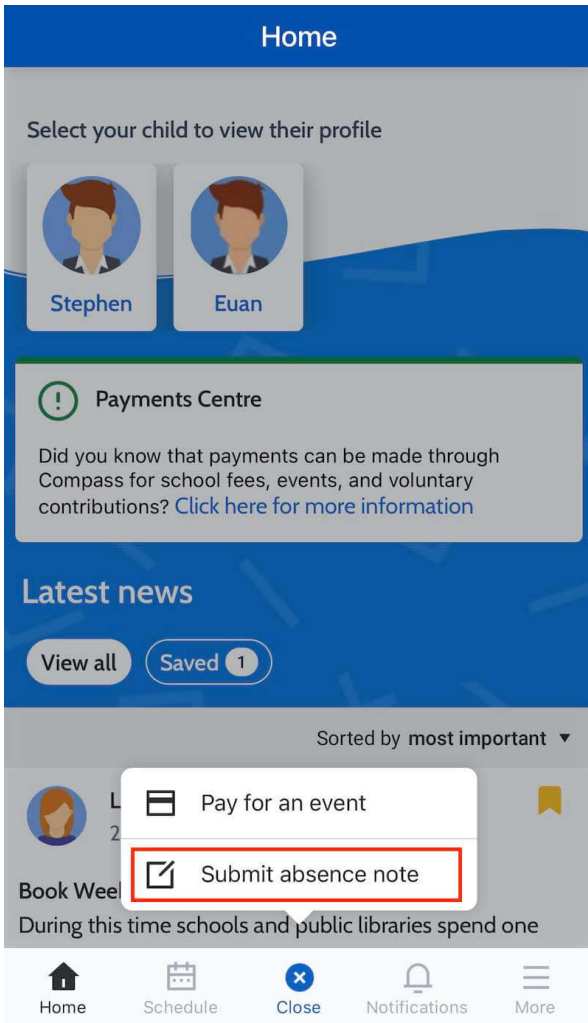




## Adding Absence Notes – Compass School Manager App

You can add absence notes by clicking **'Shortcuts'** and selecting **'Submit absence note'**

If you have more than one student at the school, you will be required to select which child the note is being added for.



In the note screen, you will need to select the reason from the available options listed.

You can then add any applicable details/comments and click on the **'Start Date'** and/or **'End Date'** fields to add in the correct information for the absence note.

Cancel   Add Attendance Note

Reason   None >

Details / Comments

Start Date

06/04/2022 - 09:00 AM

End Date

06/04/2022 - 03:30 PM

Potentially Affected Sessions

Activities >

Add Attendance Note

Cancel   Add Attendance Note

Reason   Medical Appointment >

Details / Comments

Euan has a Physio appointment and will need to leave early

Start Date

06/04/2022 - 02:00 PM

End Date

06/04/2022 - 03:30 PM

Potentially Affected Sessions

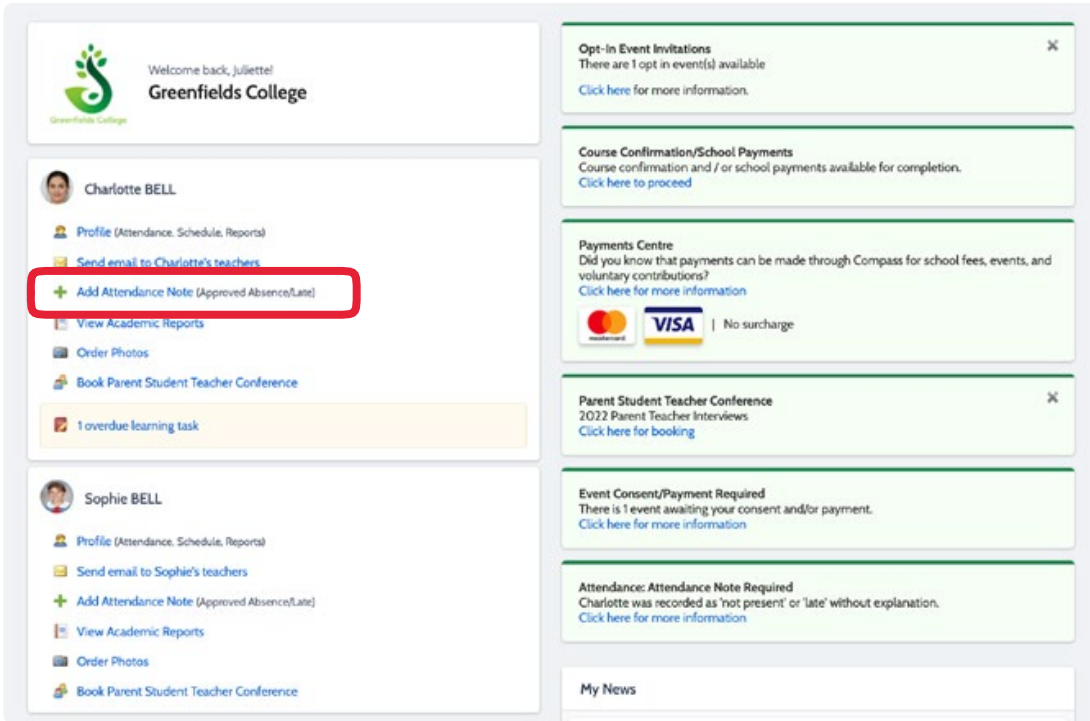
Activities >

Add Attendance Note

When all content is added to the absence note, you need to click the **'Add Attendance Note'** button and the absence note will be added to your student's record.

# Adding Upcoming Absence Notes – Compass Parent Portal

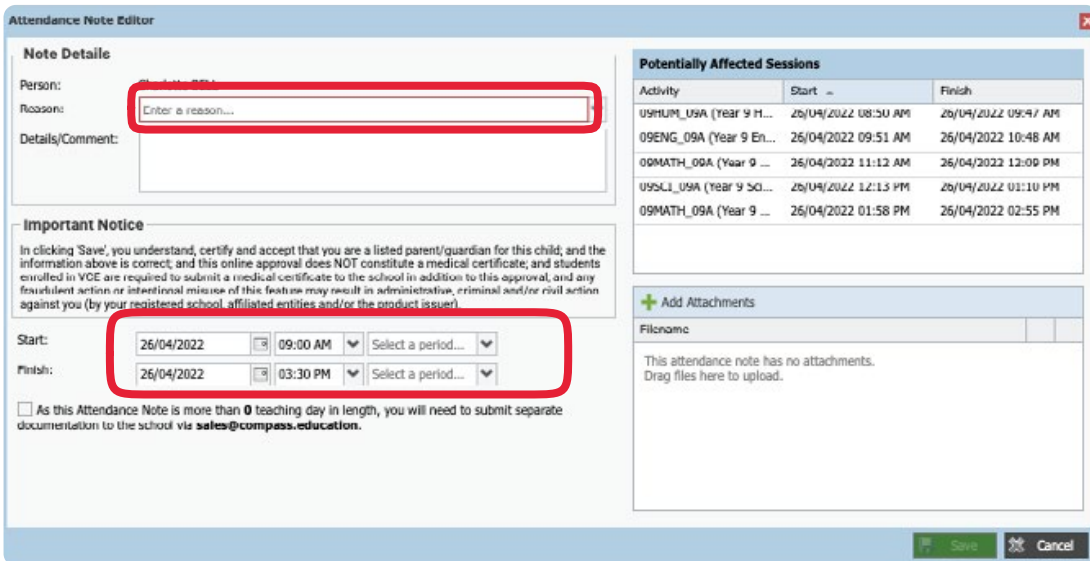
If your child is going to be away, you can add in an Attendance note to advise the school. To do so, click 'Add Attendance Note (Approved Absence/Late)'.



A Note screen will open.

Select the applicable reason from the drop down list; add in any additional information if applicable in the Details/Comment box.

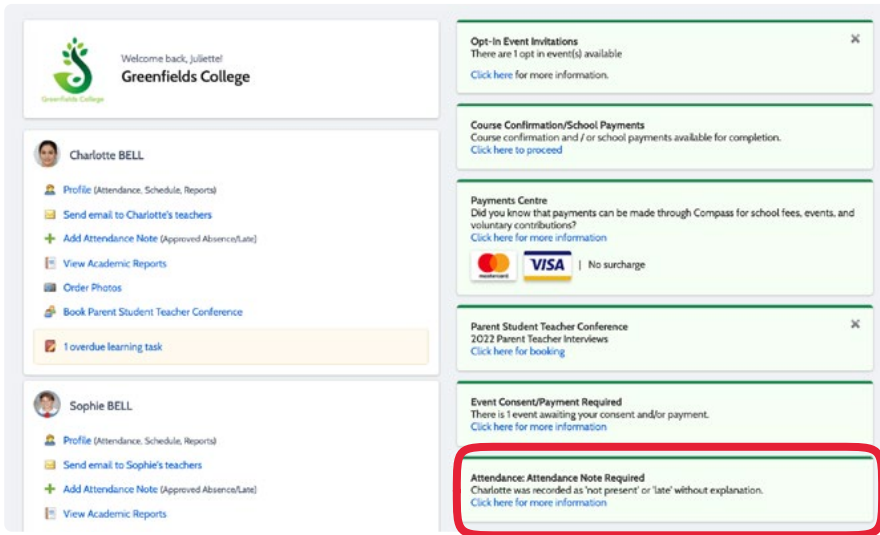
Select the start and finish date/time of the absence and click 'Save'.



# Adding Unexplained Absence Notes - Compass Parent Portal

If your child has been marked Not Present without an explanation, you will be required to add an **Attendance Note**. You will see an alert on your homescreen.

Click the alert and it will take you to your child's **'Unexplained'** attendance tab where you will see any sessions listed for which they were marked as Not Present or Late.



Select the session (or sessions) that you are adding a note for and then click **'Explain with Attendance Note'**. This will cause the Attendance Note screen to pop open.

Student: **Charlotte BELL - 09A, Year 9**

Active

Activity Name	Start	Finish	Period	Location	Staff	Status
<input checked="" type="checkbox"/> 09SCI_09A	19/05/2022 01:58 PM	19/05/2022 02:55 PM	5	15	CWOOD	Late
<input type="checkbox"/> 09ENG_09A	13/05/2022 08:50 AM	13/05/2022 09:47 AM	1	11	AGREIG	Late
<input type="checkbox"/> 09ENG_09A	12/05/2022 12:13 PM	12/05/2022 01:10 PM	4	11	AGREIG	Late
<input type="checkbox"/> 09ENG_09A	06/05/2022 08:50 AM	06/05/2022 09:47 AM	1	11	AGREIG	Late
<input type="checkbox"/> 09ENG_09A	04/04/2022 08:50 AM	04/04/2022 09:47 AM	1	11	AGREIG	Late
<input type="checkbox"/> 09ENG_09A	18/03/2022 08:50 AM	18/03/2022 09:47 AM	1	11	AGREIG	Late
<input type="checkbox"/> 09ENG_09A	11/03/2022 01:58 PM	11/03/2022 02:55 PM	5	11	AGREIG	Late
<input type="checkbox"/> 09SCI_09A	01/03/2022 12:13 PM	01/03/2022 01:10 PM	4	15	CWOOD	Late
<input type="checkbox"/> 09SCI_09A	10/02/2022 08:50 AM	10/02/2022 09:47 AM	1	15	CWOOD	Late

Select the applicable reason for the absence and add in the relevant details/comment.

Click **'Save'**. This will assign the attendance note to the sessions you selected and they will update to no longer show as unexplained absences.

**Attendance Note Editor**

**Note Details**

Person: Charlotte BELL

Reason: Enter a reason...

Details/Comment:

**Important Notice**

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child, and the information above is correct; and this online approval does NOT constitute a medical certificate, and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval, and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

**Important Notice**

This will automatically insert the appropriate number of approvals for the selected sessions.

Save Cancel