

Entering an Attendance Note

What is an attendance note?

An Attendance Note is used to explain why your child is absent from school.

1. From the Compass home screen (or from your student's profile), click the **Add Attendance Note** item.
2. From the pop-up window, select the reason
3. Enter a brief description of the absence
4. Select the start and finish time
5. Click the 'Save' button