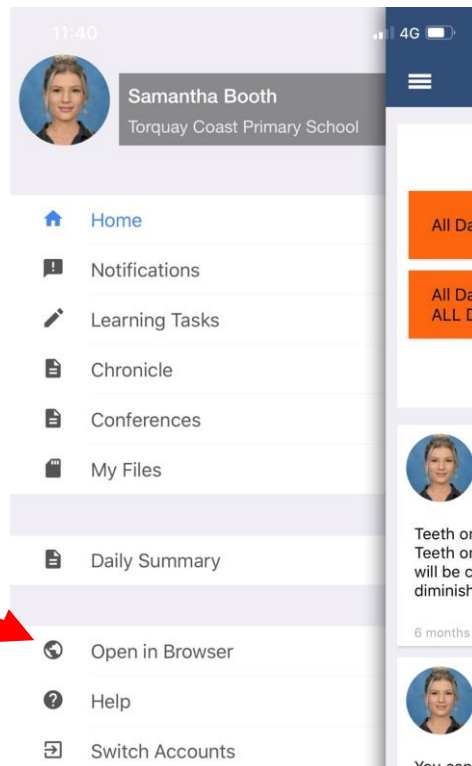


# HOW TO EXPLAIN AN ABSENCE ON COMPASS

**IMPORTANT**

If you are on a mobile app – please 'open in browser'



## ONCE IN THE BROWSER: 2 EASY STEPS

# Compass



**1** Under 'My News' there will be a section which states Attendance: Attendance Note Required. Click into the blue link



**2** The link will take you straight to the 'unexplained' tab – this is where all unexplained absences will be listed (please note that if you have multiple children, you will need to go into their separate profiles to see their individual absences). Tick the box next to the absence (OR select the top box to select all absences at one time) and select the 'explain with attendance note' button. Fill in the fields and submit.

Dashboard	Schedule	Learning Tasks	Attendance	Reports	Analytics	Insights
Summary	Notes/Approvals	Unexplained	Arrival/Departure	Full Record		
<b>Not Present/Late: Unexplained</b>						
<input type="checkbox"/> Explain with Attendance Note			<input type="button" value="Print Unexplained Letter"/>			
Activity Name	Start	Finish	Period	Location	Staff	Status
<input type="checkbox"/>	01/01/2019	31/12/2019				
<input type="checkbox"/> EN01_01C	14/02/2019 02:30 PM	14/02/2019 03:10 PM	PM	UNASSIGNED	MF00	Not Present
<input type="checkbox"/> EN01_01C	14/02/2019 09:00 AM	14/02/2019 01:30 PM	AM	UNASSIGNED	MF00	Not Present