

# COMPASS ATTENDANCE HINTS

Click here to record an absence on the day or in the future. A box will appear after clicking. Fill in reason, date and time and click save.

Click here to update past absences. The box below will appear.

Click on boxes where status is 'Not Present'. Then explain by clicking on 'Parent Approve'. When clicking on 'Parent Approve', the box below will appear. Click on the drop down box to choose 'Reason'. Fill in details/comments if you wish. Click SAVE.