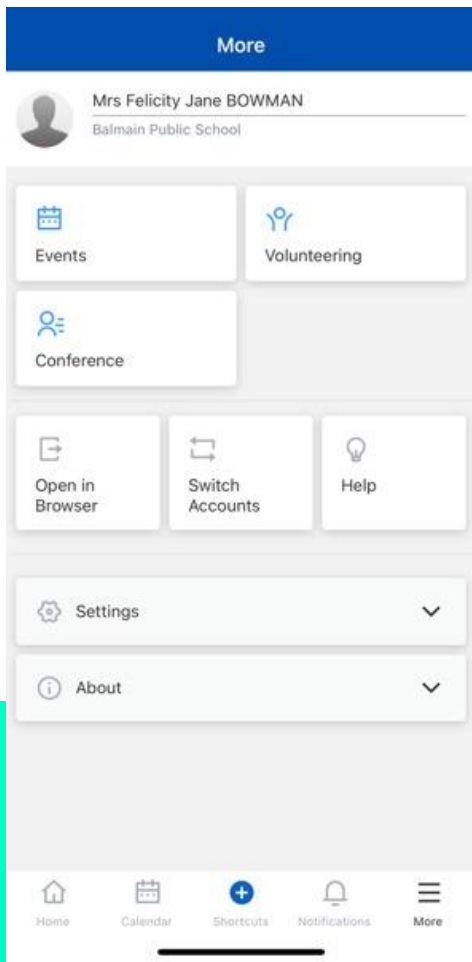


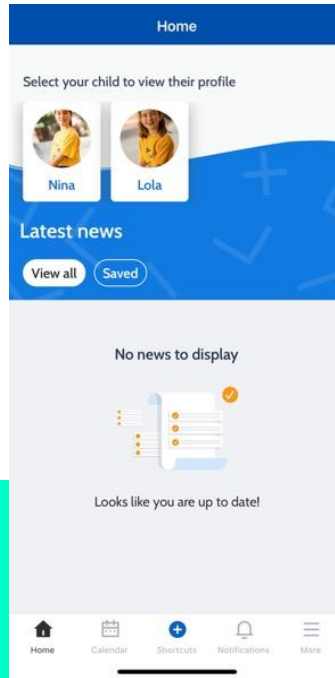
COMPASS

How to add an attendance note

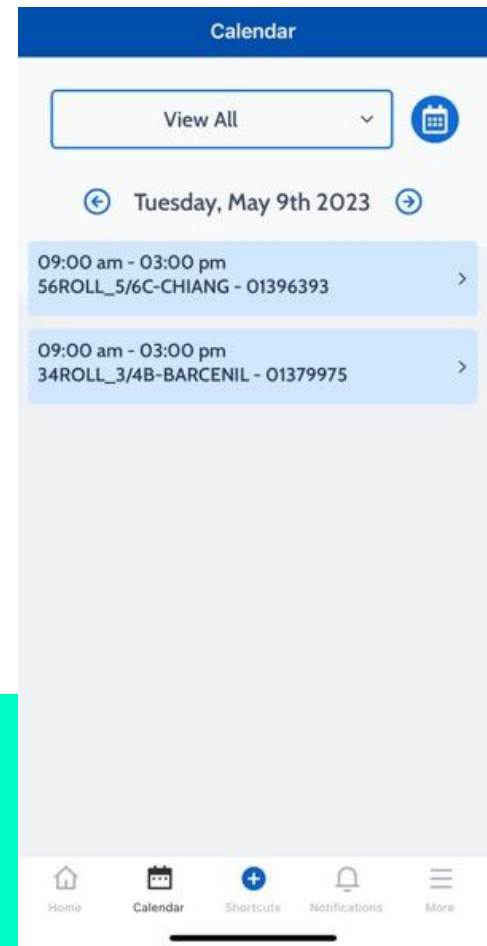


More Page

QUICK VIEW

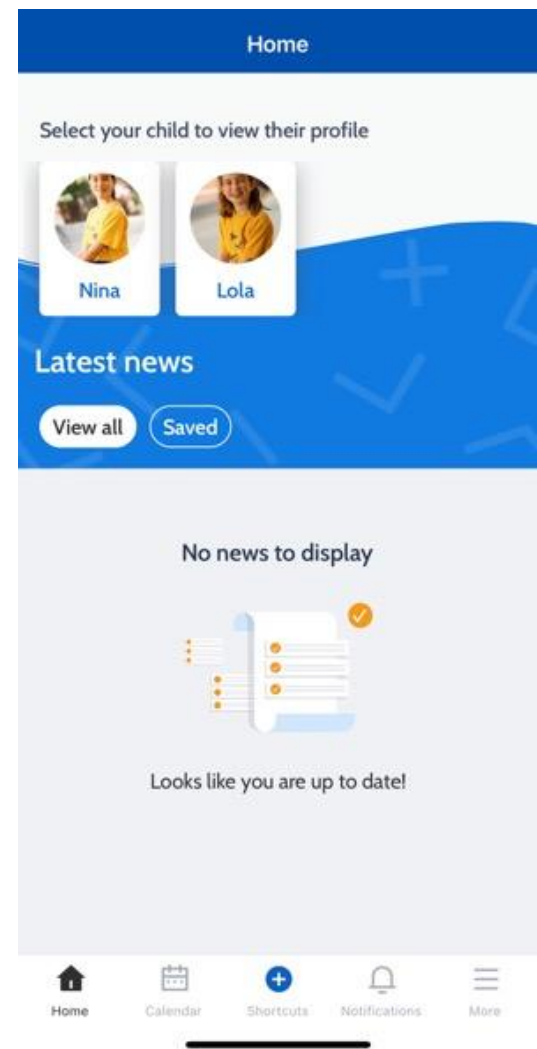


Home Page



Calendar Page

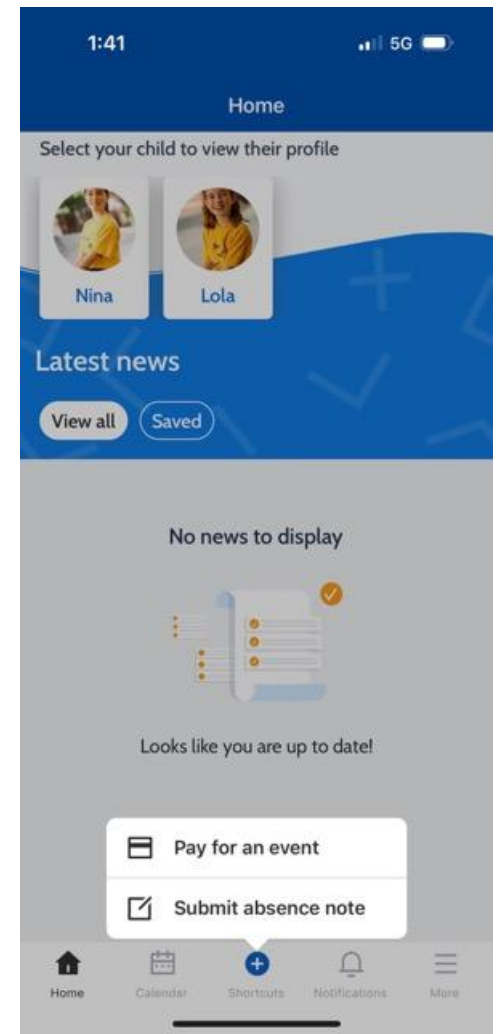
Step 1.
This is what your Compass
app home page should look
like.



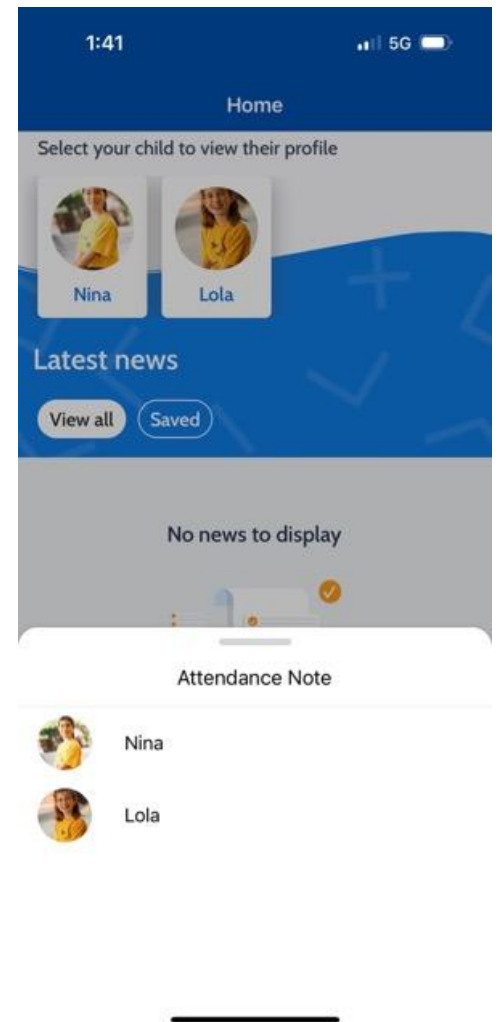
Step 2.

To add an attendance note. Please click the blue shortcuts button found at the bottom of the screen.

Select submit attendance note.



Step 3.
Select the child you would like to
submit an attendance note for.



Step 4.

This screen should be displayed.

To enter a reason click none at the top right corner. A drop down menu will appear.

The screenshot shows a mobile application interface for adding an attendance note. At the top, a blue header bar contains the time '1:41', signal strength, '5G', and battery status. Below the header, there are two buttons: 'Cancel' and 'Add Attendance Note'. The main content area is divided into several sections: a 'Reason' section with a dropdown menu currently set to 'None >'; a 'Details / Comments' section with a large text input area; a 'Start Date' section with the date '09/05/2023 - 08:00 AM'; an 'End Date' section with the date '09/05/2023 - 05:00 PM'; a 'Potentially Affected Sessions' section; and an 'Activities' section with a right arrow. At the bottom, there is a blue button labeled 'Add Attendance Note'.

1:41 5G

Cancel Add Attendance Note

Reason None >

Details / Comments

Start Date

09/05/2023 - 08:00 AM

End Date

09/05/2023 - 05:00 PM

Potentially Affected Sessions

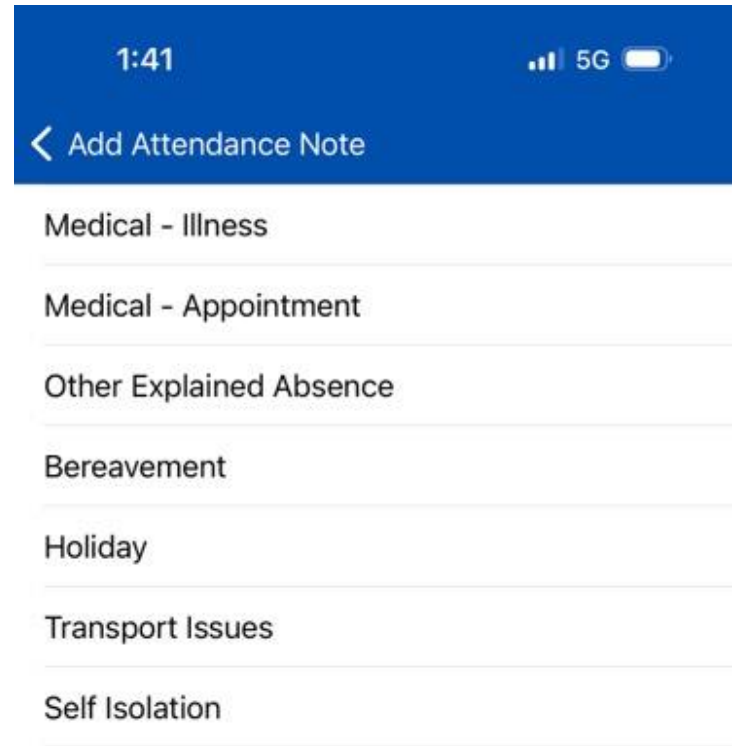
Activities >

Add Attendance Note

Step 5.

This is the drop down menu with department absence codes. Please select the appropriate option.

Please note: Holiday code is for **school approved leave** only.



The screenshot shows a mobile application interface with a blue header bar. The header bar contains the time '1:41' on the left and signal strength and battery icons on the right. Below the header bar is a white bar with a back arrow and the text 'Add Attendance Note'. The main content area is white and contains a list of absence codes, each on a separate line with a light gray background and a thin gray border. The list items are: 'Medical - Illness', 'Medical - Appointment', 'Other Explained Absence', 'Bereavement', 'Holiday', 'Transport Issues', and 'Self Isolation'.

Attendance Note Options
Medical - Illness
Medical - Appointment
Other Explained Absence
Bereavement
Holiday
Transport Issues
Self Isolation

Step 6.
Please fill out the other details
and select Add Attendance
Note.

The image shows a mobile application interface for adding an attendance note. At the top, a blue header bar contains the time '1:41', signal strength, '5G', and a battery icon. Below the header, there are two buttons: 'Cancel' and 'Add Attendance Note'. The main form area is divided into several sections: a 'Reason' section with a dropdown menu currently set to 'None' and a right-pointing arrow; a 'Details / Comments' section with a large, empty text input area; a 'Start Date' section with the date and time '09/05/2023 - 08:00 AM'; an 'End Date' section with the date and time '09/05/2023 - 05:00 PM'; a 'Potentially Affected Sessions' section; and an 'Activities' section with a right-pointing arrow. At the bottom of the screen, there is a blue button labeled 'Add Attendance Note'.

1:41 5G

Cancel Add Attendance Note

Reason None >

Details / Comments

Start Date

09/05/2023 - 08:00 AM

End Date

09/05/2023 - 05:00 PM

Potentially Affected Sessions

Activities >

Add Attendance Note