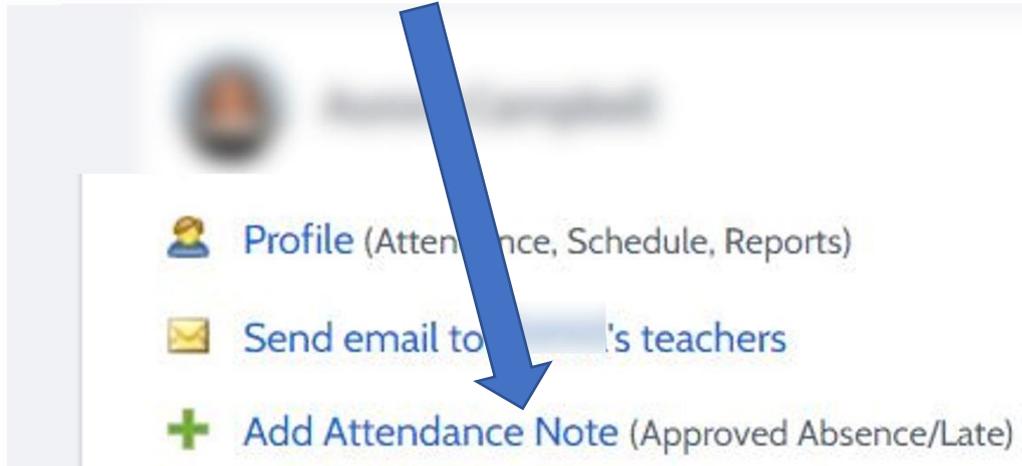


*This reference guide is how to add an
attendance note for a student in the event of absence*

1. Go to your Compass homepage and select Add Attendance Note/Approval (Approved Absence/Late) for the chosen student.



2. Select your reason from the drop-down menu and enter details/comments where necessary. Enter the dates that the student was absent.

Attendance Note Editor

Note Details

Person: [Student Name]

Reason:

Details/Comment:

- Medical - Illness/Injury**
Student is absent due to sickness, medical condition or injury.
- Medical Appointment**
Student is absent as the result of a medical or paramedical appointment. Includes: medical, dental, psychological.
- Travel**
Student is absent due to a holiday or other travel.
- Other Explained Absence**
School has received a satisfactory explanation for a student's absence. Includes: Funeral, participation in special events not related to school, recognised religious festivals or ceremonial occasions, critical incident, student management
- Domestic Necessity**
School has received a satisfactory explanation for a student's absence. Includes: misadventure or unforeseen event, serious illness of an immediate family member
- Natural Disaster**
Student is unable to attend school due to a natural disaster, including extreme weather events, bushfire and flood.

Important Notice
In clicking 'Save', you the information above students enrolled in H... and any fraudulent ac... civil action against you

Start:

Finish:

When finished, click Save on the bottom right corner.

3. When you have entered your Attendance Note, it will be entered in the list of Attendance Notes/Approvals.

Attendance Notes/Approvals						
+ Add Note/Approval						
Start	Finish	Reason	Entered By	V	Entered	
01/01/2018	31/12/2018					
26/03/18 08:00 AM - 26/03/18 05:00 ...		Other	(Parent) Mrs...	-	25/03/18	

If you are unsure of the absence reason please contact the College Office