Compass Quick Reference Guide –
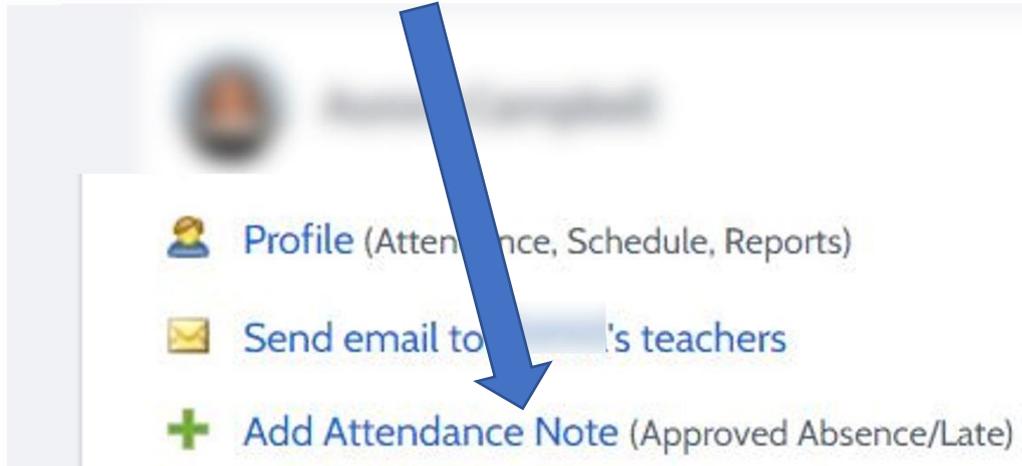
Adding Attendance Notes

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.

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.

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