1. From the Compass dashboard click "Add attendance Note"
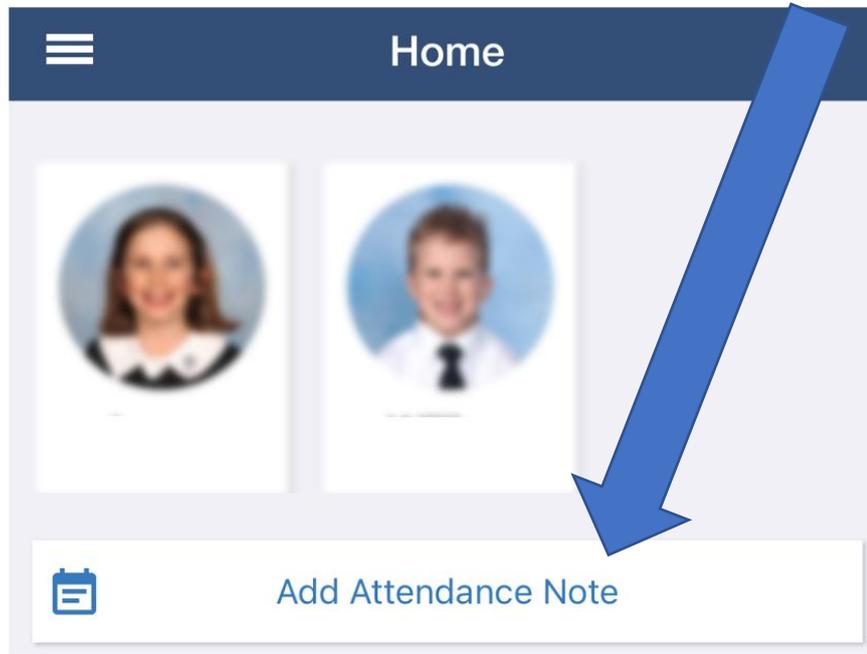
2. Select the child that will be absent
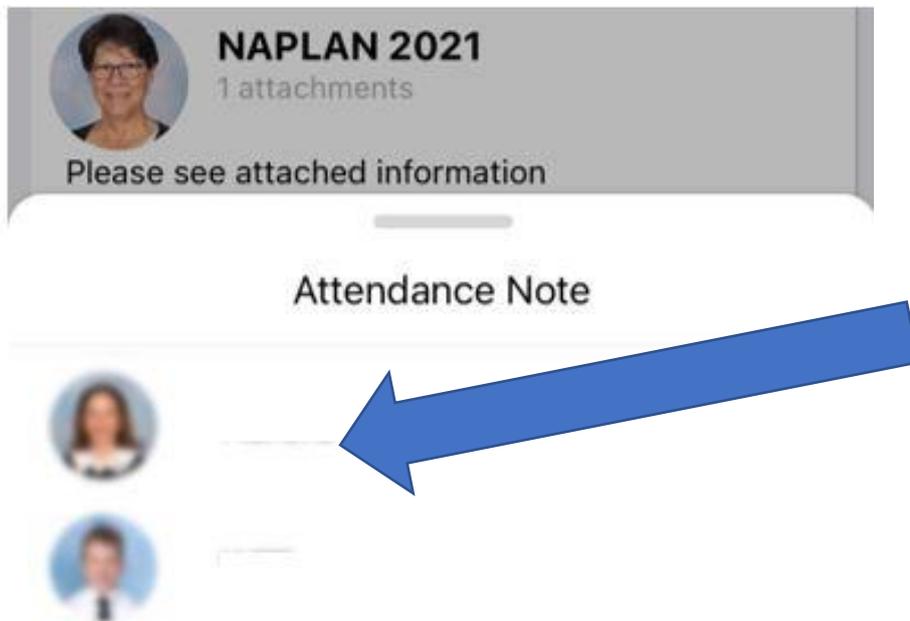
3. Select the Reason, enter a Comment and select the date(s) the student requires the absent note from. Please keep comments related to the absence reason if the students' absence does not relate to any of the reasons provided, please contact the College. When finished, click Add Approval.

Cancel Add Attendance Note		‹ Add Attendance Note
Reason	None ›	Medical - Illness/Injury
Details / Comments		Medical Appointment
		Travel
		Other Explained Absence
		Domestic Necessity
Start Date		Natural Disaster
10/05/2021 - 08:00 AM		
End Date		
10/05/2021 - 05:00 PM		
Potentially Affected Sessions		
Activities	›	

Add Attendance Note

4. A pop-up will appear to tell you that the note has successfully been added:

10/05

Note successfully added

End

10/0

Okay
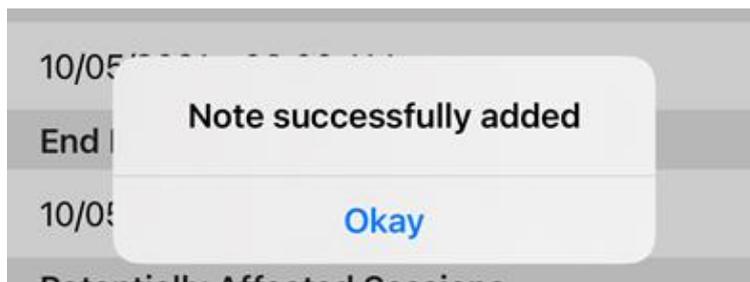
5. When you have completed this process, it will now look like this in the Approvals section of the students' profile (click the image of the student from the dashboard and click approvals):

Dashboard	Chronicle	Tasks	**Approvals**
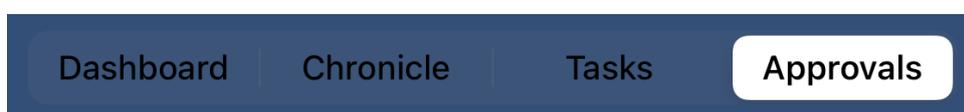
Medical - Illness/Injury
Start: 10/05/2021 - 08:00 am
Finish: 10/05/2021 - 05:00 pm   ›