

ATTENDANCE TIPS

You will notice in the attendance summary area that the fields are colour coded.

Pink = Unexplained Absence, **Green** = Present, **Blue** = School Business, **Orange** = Explained Absence.

How to view absences

- Home page
- Profile (Attendance, Schedule, Reports)
- Attendance tab
- You can view attendance information

Enter an absence prior to the absence date

- Home page
- Add Attendance Note/Approval
- Click
- Enter the reason – if the reason isn't listed – please contact the school
- If the reason is available – use the appropriate dropdown box
- Enter detail comment
- Select appropriate date (**leave the times as set in Compass – only use this function for full day absences**)
- Contact the school to enter partial absences
- Students to hand in all absent notes to the office staff
- Absences of 10 days or more require completion of Form A1 which is available from the office and requires the approval of the Principal

Print an absence note from Compass

- Home screen under My News
- Attendance: Attendance Note/Approval Required
- Click here for more information
- The list of unexplained absences are displayed under the Unexplained tab
- Select the absence
- Select print unexplained letter, sign and return to the office within 7 days of the absence

How to print a full attendance report

- Home page – you will see your child's profile
- Attendance
- Full record
- Complete attendance with comment
- Generate in the selected format – PDF copy
- Generate Report