

# Compass Attendance Notes COVID-19

Version 1.0 24/03/2020

As a parent/guardian of a student, if you have chosen to keep you child/children at home, you still need to complete an attendance note in Compass. Any student who is not at school without a valid attendance note added to Compass will be recorded as an unjustified absence.

These instructions outline how to complete this in the **Compass iOS App**.

## Attendance Note Summary Information

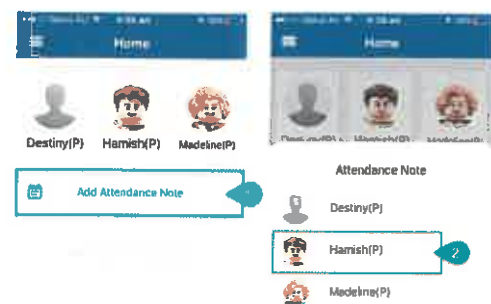
Attendance Notes should use the Reason **Other Explained Absence** and a Detail/Comment of **COVID-19 Parent Exclusion** along with any other information required. Notes can be added up to the **9/4/2020**

## Step by Step Guide

Follow these steps to enter a note for a student in the Compass iOS App.  
This will need to be repeated per student.

1

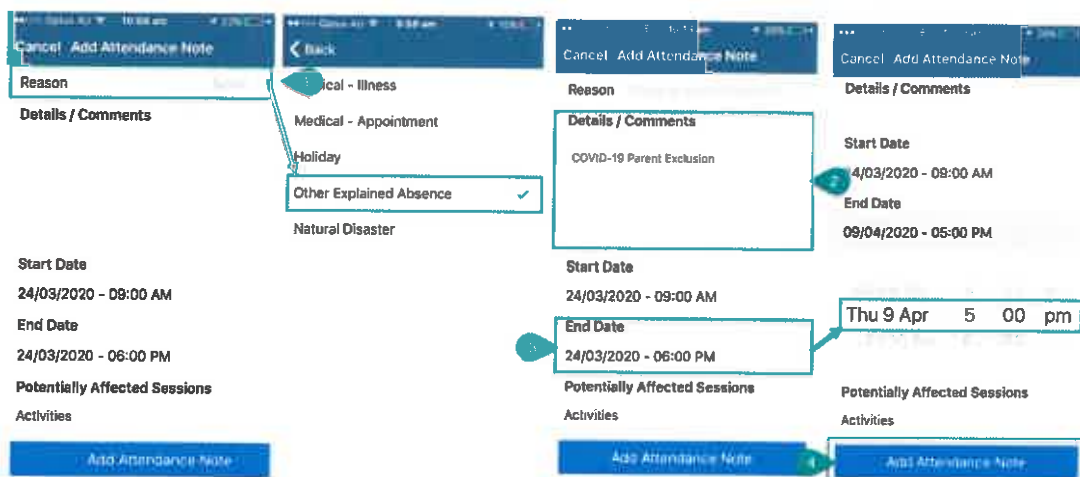
After logging into the Compass App select **Add Attendance Note** and select the student the note is for.



2

In the Add Attendance Note screen:

1. Select **Other Explained Absence** for the Reason
2. Add **COVID-19 Parent Exclusion** to the Details/Comment, along with any other information
3. Select a finish date up to **9/04/2020**
4. Select **Add Attendance Note**



## Repeat for all Students

Repeat the above process for all students requiring the note.

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These instructions outline how to complete this in the **Compass Android App**.

## Attendance Note Summary Information

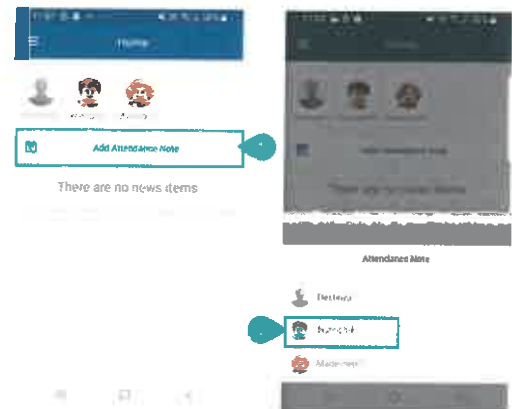
Attendance Notes should use the Reason **Other Explained Absence** and a Detail/Comment of **COVID-19 Parent Exclusion** along with any other information required. Notes can be added up to the **9/4/2020**

## Step by Step Guide

Follow these steps to enter a note for a student in the Compass Android App.  
This will need to be repeated per student.

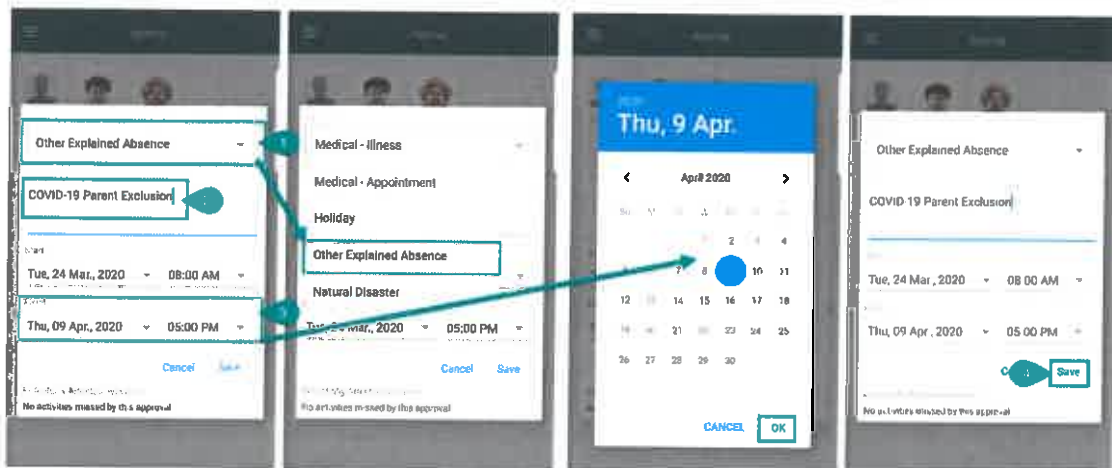
1

After logging into the Compass App select **Add Attendance Note** and select the student the note is for.



2

- In the Add Attendance Note screen:
1. Select **Other Explained Absence** for the Reason
  2. Add **COVID-19 Parent Exclusion** to the Details/Comment, along with any other information
  3. Select a finish date up to **9/04/2020**
  4. Select **Save**



## Repeat for all Students

Repeat the above process for all students requiring the note.

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These instructions outline how to complete this in the **Compass Web Portal**.

## Attendance Note Summary Information

Attendance Notes should use the Reason **Other Explained Absence** and a Detail/Comment of **COVID-19 Parent Exclusion** along with any other information required. Notes can be added up to the **9/4/2020**

## Step by Step Guide

Follow these steps to enter a note for a student in the Compass Web Portal.  
This will need to be repeated per student.

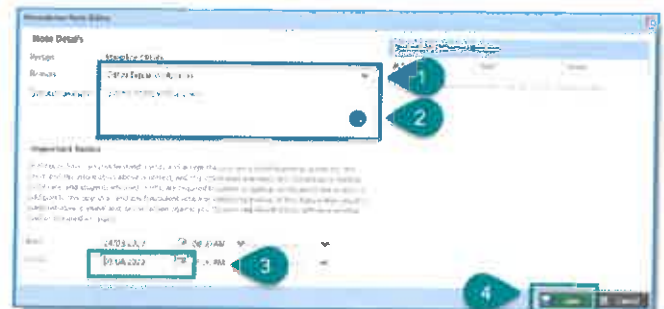
1

After logging into Compass select **Add Attendance Note** for one of your students



2

- In the Attendance Note Editor:
1. Select **Other Explained Absence** for the Reason
  2. Add **COVID-19 Parent Exclusion** to the Details/Comment, along with any other information
  3. Select a finish date up to **9/04/2020**
  4. Select **Save**



3

If you are prompted that the attendance note is for a long period, select **OK**



## Repeat for all Students

Repeat the above process for all students requiring the note.