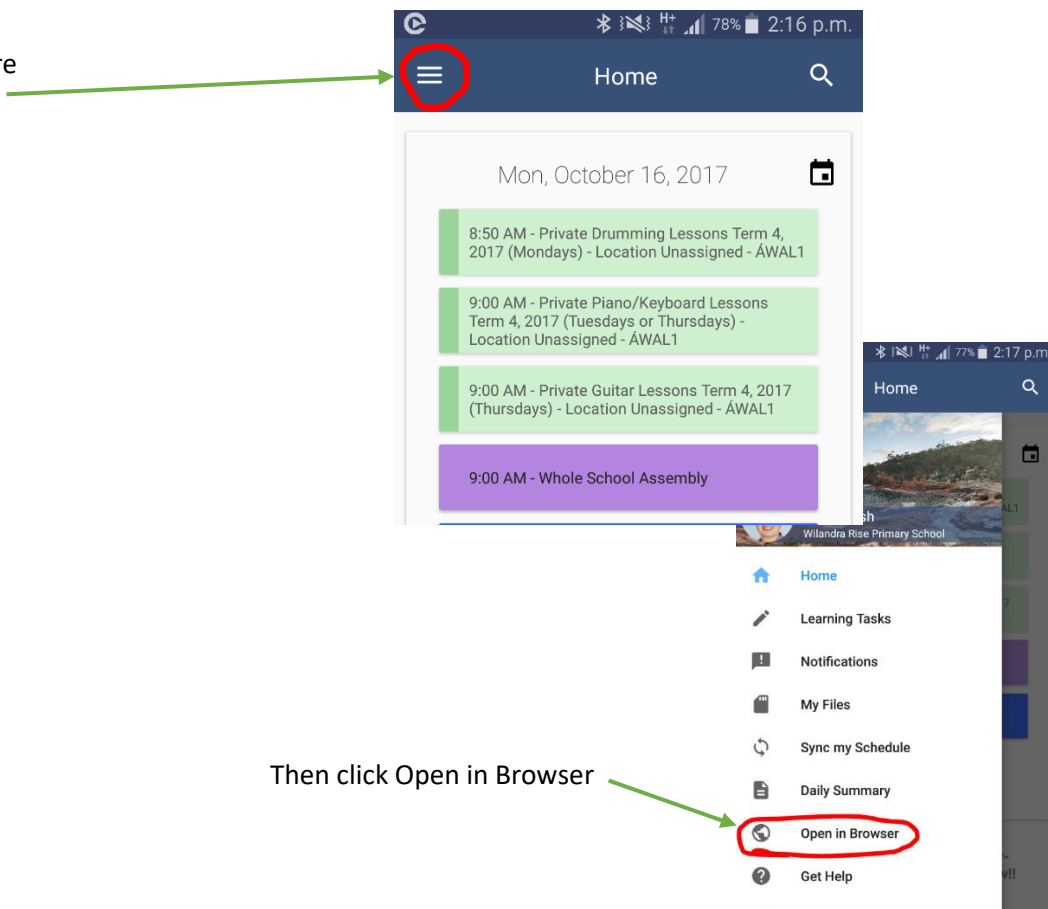


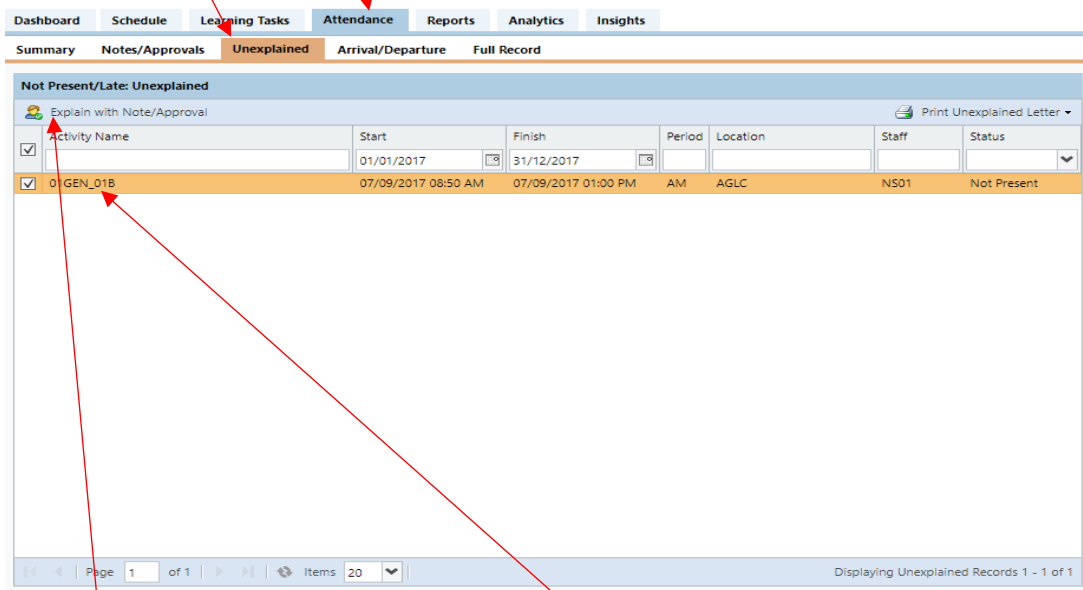
Logging Unexplained Absences on Compass

To Open Compass in Browser from the app:

Click here



- Select the Child
- Click Attendance tab
- Click Unexplained



- Select the date you wish to add note/approval
- Explain with Note/Approval

Logging Unexplained Absences on Compass

The screenshot shows the 'Attendance Note Editor' window. It has a title bar with a close button. The main content area is divided into sections: 'Note Details' with fields for 'Person', 'Reason' (a dropdown menu with 'Enter a reason...' text), and 'Details/Comment' (a large text area); two 'Important Notice' sections with text regarding legal liability and automatic approvals; and a bottom bar with 'Audit', 'Save', and 'Cancel' buttons. Three red arrows originate from the list below: one points to the 'Reason' dropdown, another points to the 'Details/Comment' text area, and a third points to the 'Save' button.

- Select the reason for absence
- Enter in any details or comments in regards to the absence
- Save
- Repeat the steps for separate unexplained absences