ADDING ABSENCES ON A MOBILE DEVICE

STEP 1

Open the Compass APP and choose your child



STEP 2

Chose the option called approvals.



STEP 3

Click the blue + button to add an absence.



STEP 4

Chose the reason, the date and write a reason. When finished, press "add approval"

REASONS

As a parent, you have five reasons for your child's absence. Choose the most appropriate explanation.

| 🖬 l Telstra 🗟 | 8:53 pm | ات \$ 💽 ا | |
|--------------------|-----------------------|-----------|--|
| Cancel | Add Approval | | |
| Reason | | None > | |
| Details / Comments | | | |
| | | | |
| Start Date | 9 | | |
| 20/03/201 | I8 - 08:00 AM | | |
| End Date | | | |
| 20/03/201 | 18 - 05:00 PM | | |
| Missed | | | |
| Activites m | nissed by this approv | val (j) | |
| Add Approval | | | |

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|--|--------|--|--|
| Medical - Illness | | | |
| Medical - Appointment | | | |
| Holiday | | | |
| Other Explained Absence | | | |
| Natural Disaster | | | |
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