ADD A STUDENT ABSENCE ON COMPASS via **MOBILE PHONE**

Step 1
Log into Compass via your Mobile Phone

Step 2
Select the student who will be absent
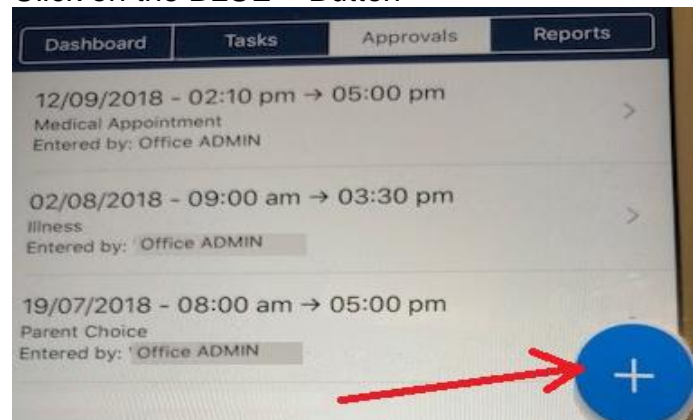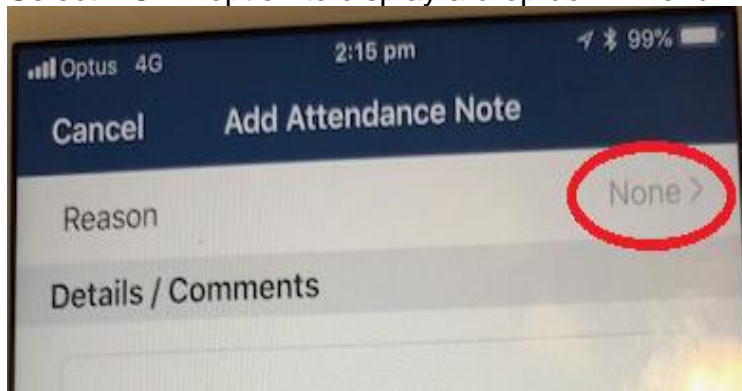
Step 3
Select the APPROVALS tab

Step 4
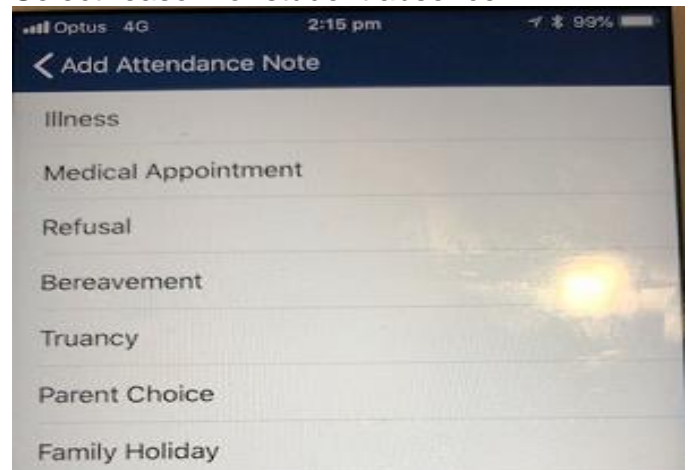Click on the BLUE + Button

Step 5
Select NONE option to display a drop down menu

Step 6
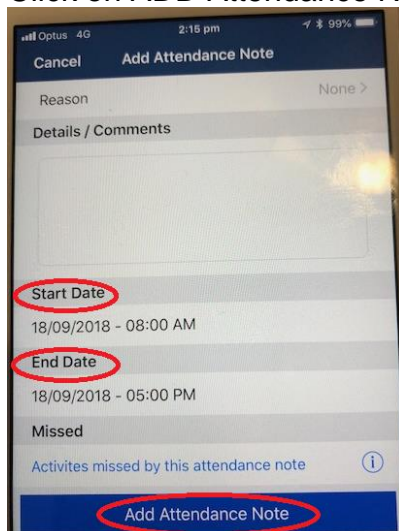Select reason for student absence

Step 7
Enter Details/ Comments
Enter Start Date and End Date
Click on ADD Attendance Note to save absence

Please note this replaces parents sending a note or email to the teacher.