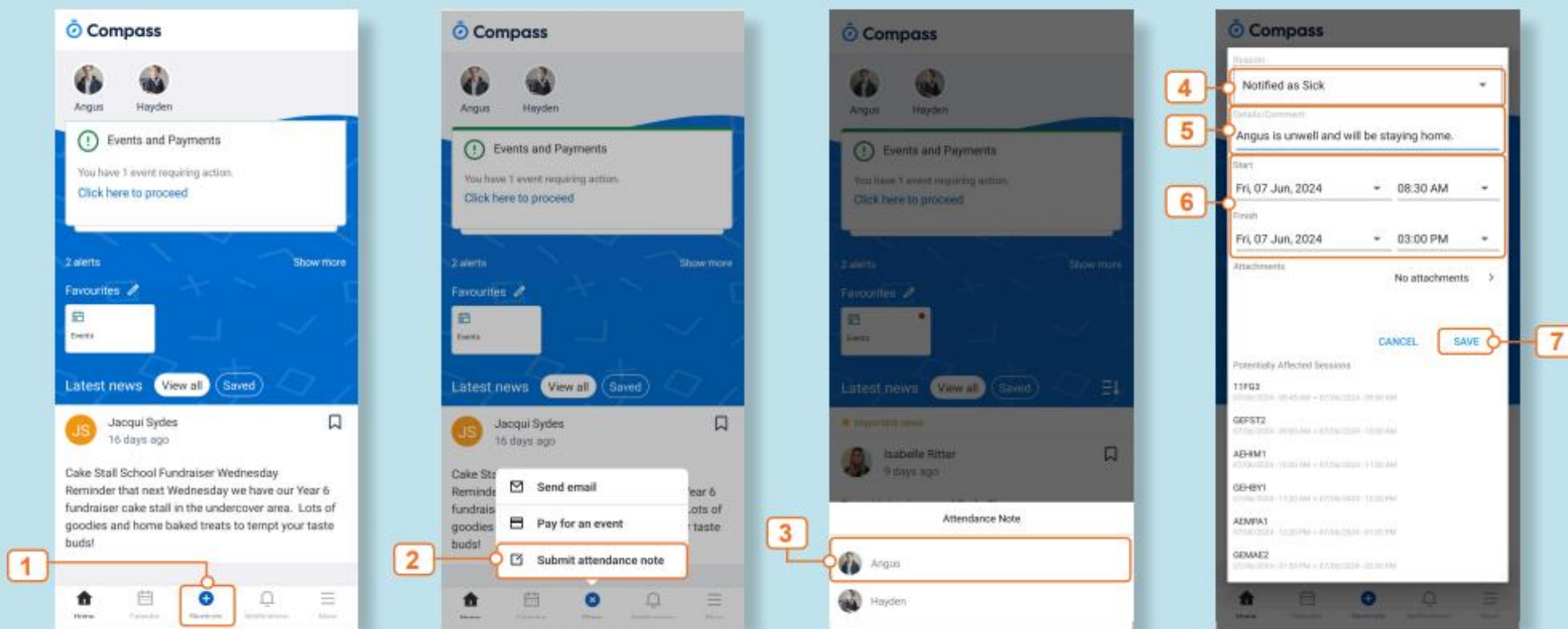


Compass parent portal guide

Mobile devices

Open your Compass School Manager app and login using your username and password or a One-time Code (OTC).

Send an absent note



The screenshots illustrate the process of sending an absent note through the Compass app. The first three screenshots show the initial steps: navigating from the home page to the 'Submit attendance note' option in the shortcuts menu, and then selecting a child's name in the attendance note form. The fourth screenshot shows the final form where a reason for absence is selected, additional details are entered, and the start and finish date and time are specified before saving the note.

From your home page:

1. From the main menu select the **Shortcuts** button

2. From the popup, select **Submit attendance note**

3. From the popup, select your **child's name**

4. Select a **Reason** from dropdown list
5. Enter additional information in **Details/Comments** box
6. Select **Start** and **Finish** Date and **Time** of absence
7. Select **Save**.