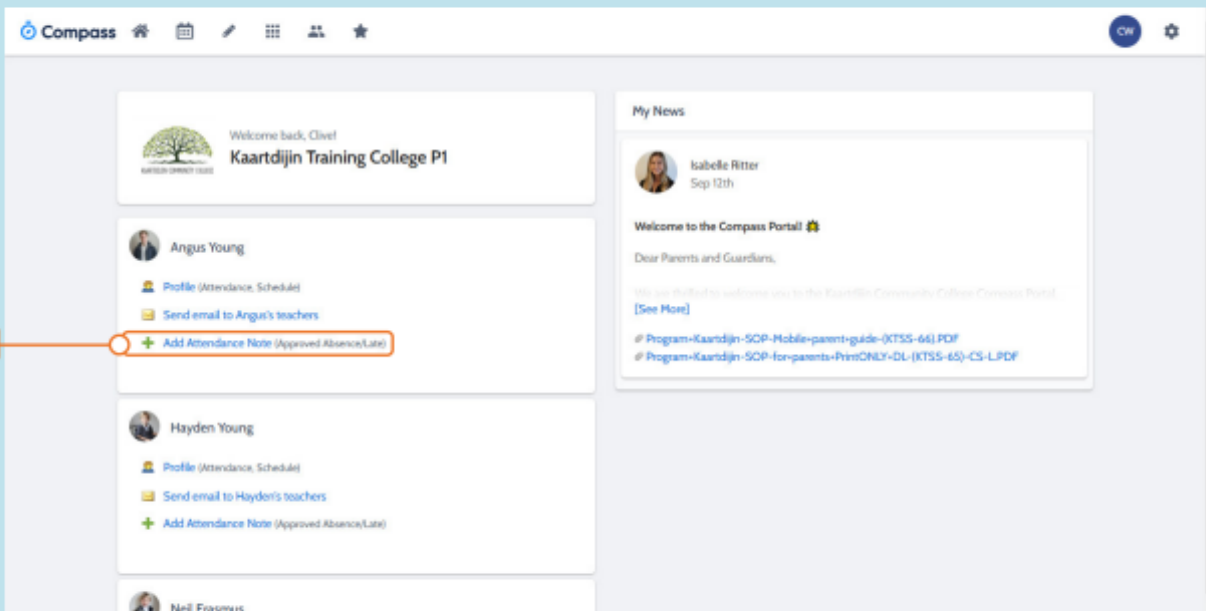


Compass parent portal guide

Desktop computer

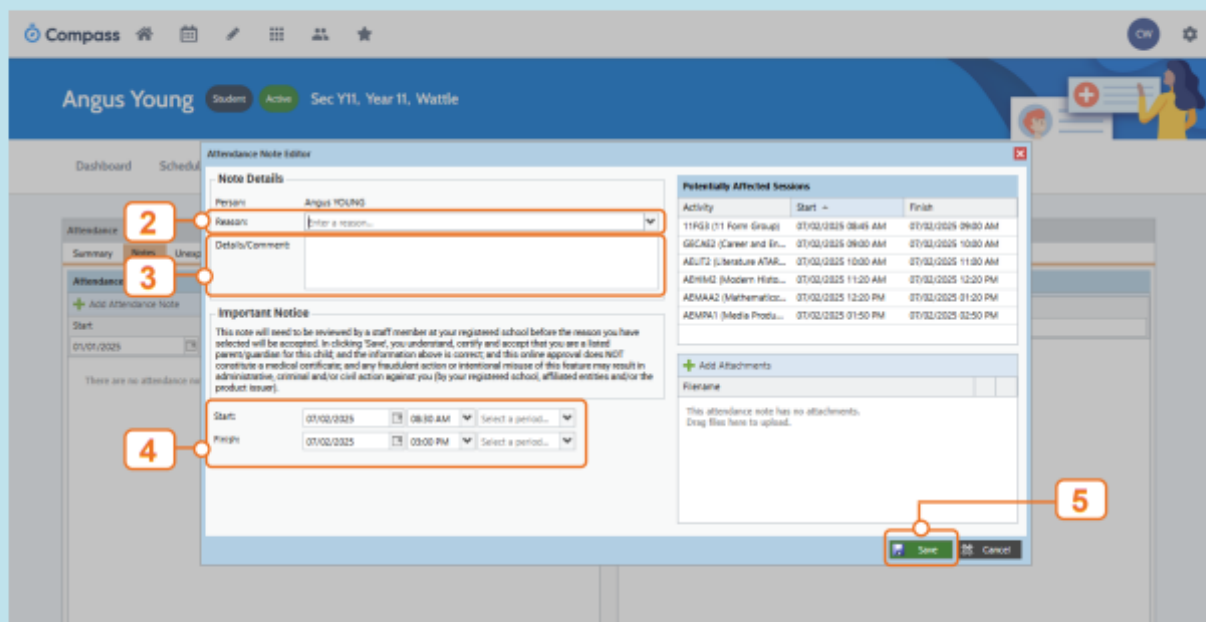
Open the Compass School Manager website, and use your username and password or a One-time Code (OTC) to login to the Compass Parent Portal.

Send an absent note



From your home page:

1. Select **Add Attendance Note** in your child's profile.



From the **Attendance Note Editor** popup:

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