# COMPASS PARENT PORTAL GUIDE

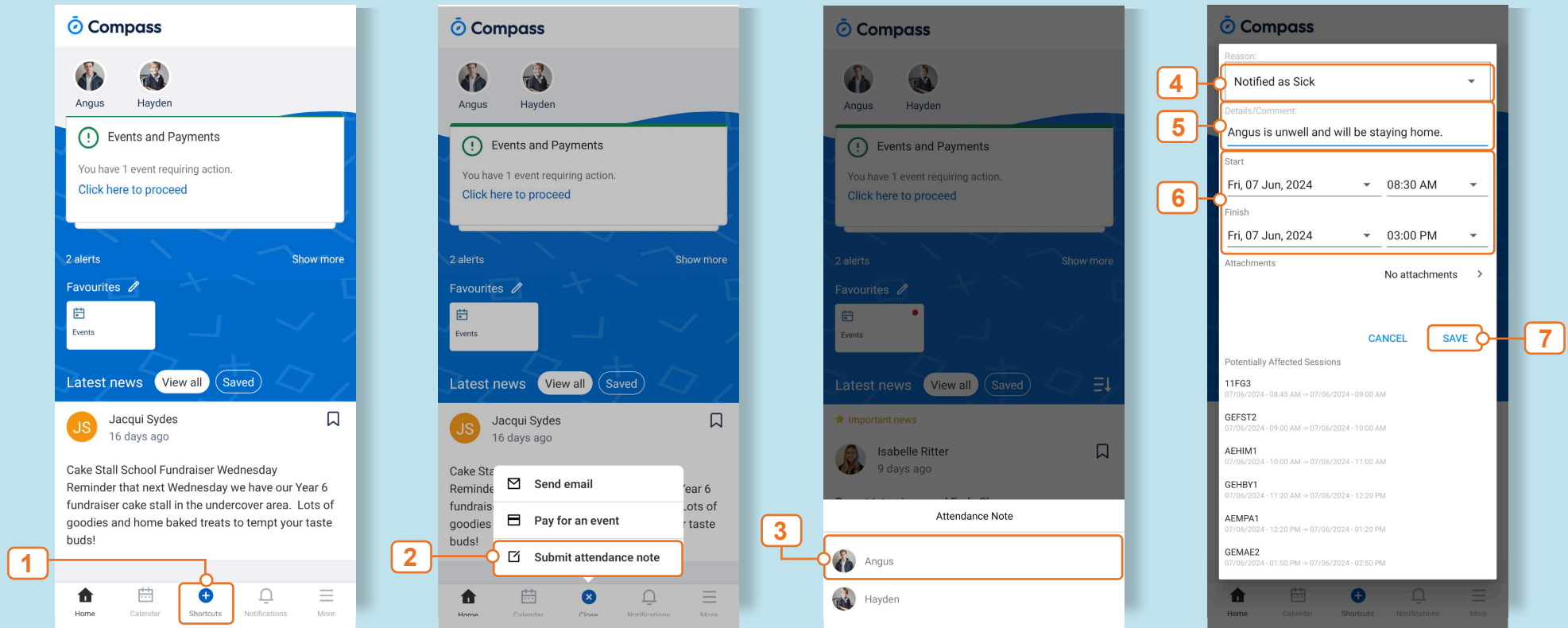# Send an absentee note

## MOBILE DEVICES

Open your Compass School Manager app and login using your username and password.

Department of Education
GOVERNMENT OF WESTERN AUSTRALIA



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.**