Send an Absentee Note



DESKTOP COMPUTER

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

Ō Compass 🚿 🗰 🖋 🎟 🏦 ★	M *
Welcome back, Marley! Kartdijin Community College Image: Send email to Angués teachers Image: Add Attendance Note (Approved Absence/Late)	Payments Centre Did you know that payments can be made through Compass for school fees, events, and voluntary contributions? Click here for more information Discrete Discrete
 Hayden Young Profile (Attendance, Schedule) Send email to Hayden's teachers Add Attendance Note (Approved Absence/Late) 	My News Isabelle Ritter Jun 9th Parent Interviews and Early Close On Wednesday 26 June we will be holding parent teacher interviews for all classes. Our school will close at 12.00 pm on this day to allow enough time for teachers to meet with

From your home page:

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

Studer	nt: Angus Young - Sec Y11, Year 11			Active	
Attendance Note	e Editor				×
- Note Details	S	Potentially Affected Ses	sions		
Person:	Angus YOUNG	Activity	Start 🔺	Finish	
	Enter a reason	11FG3 (11 Form Group)	17/06/2024 08:45 AM	17/06/2024 09:00 AM	-
Details/Comme	nt	GEMAE2 (Mathematics:	17/06/2024 09:00 AM	17/06/2024 10:00 AM	
		AEMPA1 (Media Produ	17/06/2024 10:00 AM	17/06/2024 11:00 AM	
FY		GEHBY1 (Human Biolo	17/06/2024 11:20 AM	17/06/2024 12:20 PM	
		AEHIM1 (Modern Histo	17/06/2024 12:20 PM	17/06/2024 01:20 PM	
- Important N	lotice	GEFST2 (Food Science	17/06/2024 01:50 PM	17/06/2024 02:50 PM	
This note will be selected will be parent/guardiar constitute a me administrative, o product issuer).	This note will need to be reviewed by a staff member at your registered school before the reason you have selected will be accepted. In clicking 3ker, you understand, certify and accept that you are listed parent/guardian for this child; and the information above is correct; and this online approval does NOT constitute a medical certificate, and any fraudulemic raction or intertinotian imuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).				
Start: Finish:	17/06/2024 Image: Constraint of the second se	This attendance note has Drag files here to upload	s no attachments.		
			្រ	J Save 🗱 Cancel	5

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.

Send an absent note