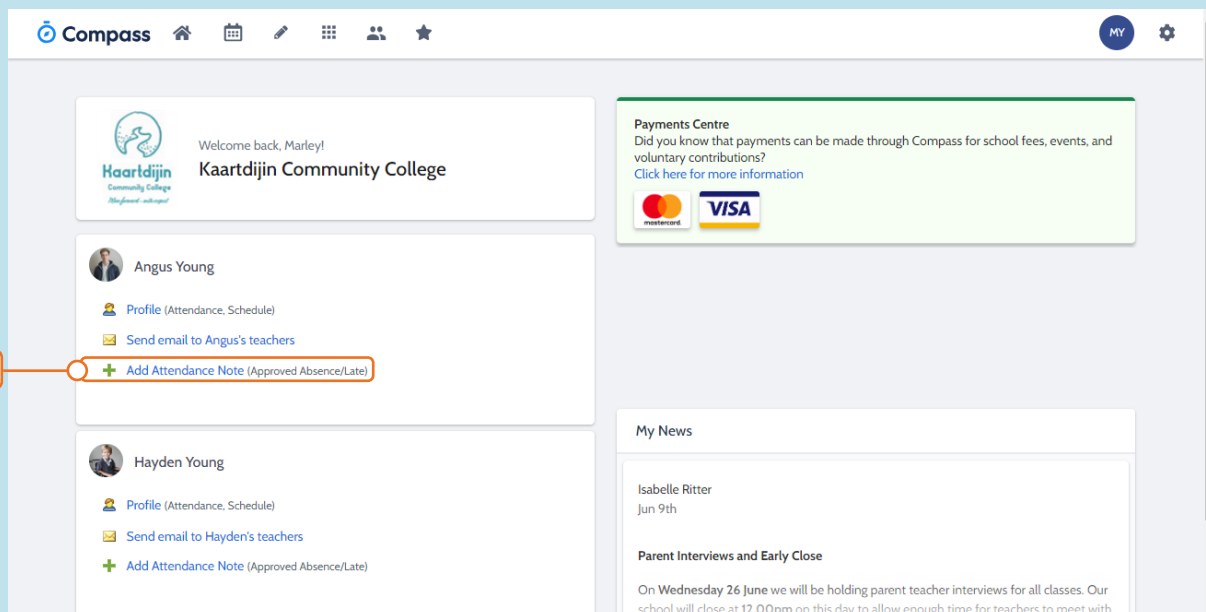


Send an Absentee Note

DESKTOP COMPUTER

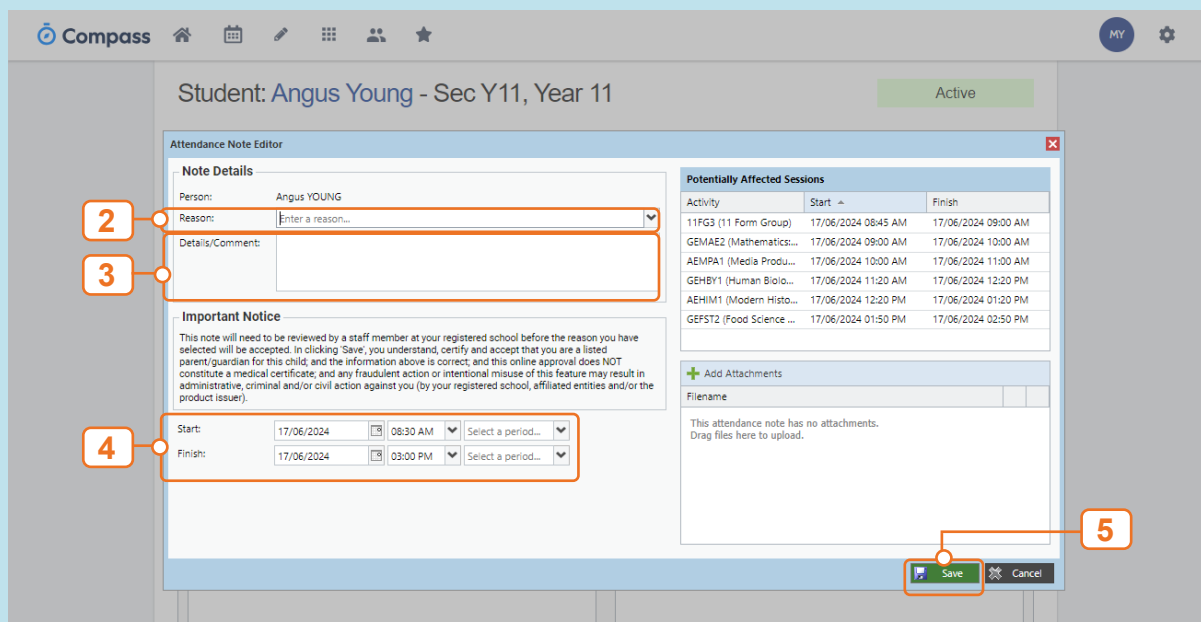
Open your Compass School Manager app and login using your username and password.



From your home page:

Send an absent note

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**.