Compass

How to submit an absence note – For Parents
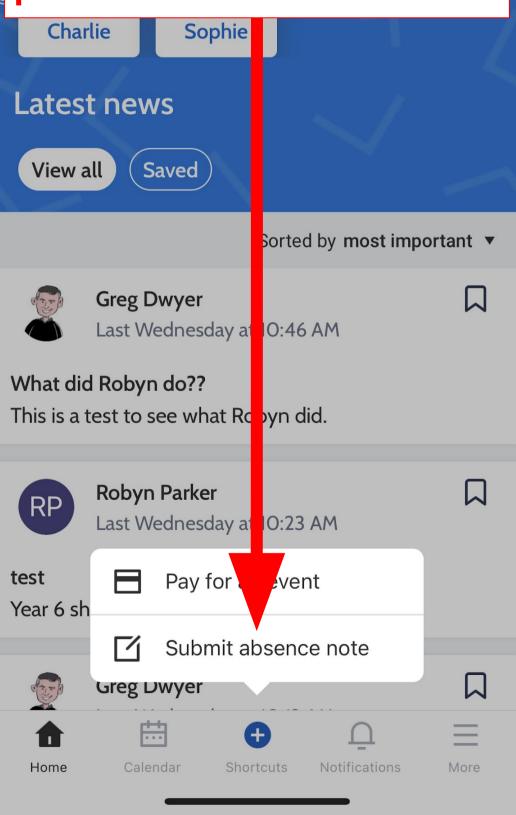
Home

Select your child to view their profile

Sophie   Charlie

Your child/ren

Latest news

View all   Saved

Sorted by **most important** ▼

Greg Dwyer
a minute ago

🔖

CSO COVID UPDATE
Dear Parents,

Please find attached the latest CSO Covid update.

Regards
Adam Riki Burgess

Principal

App modules

Attachments :

Home   Calendar   Shortcuts   Notifications   More
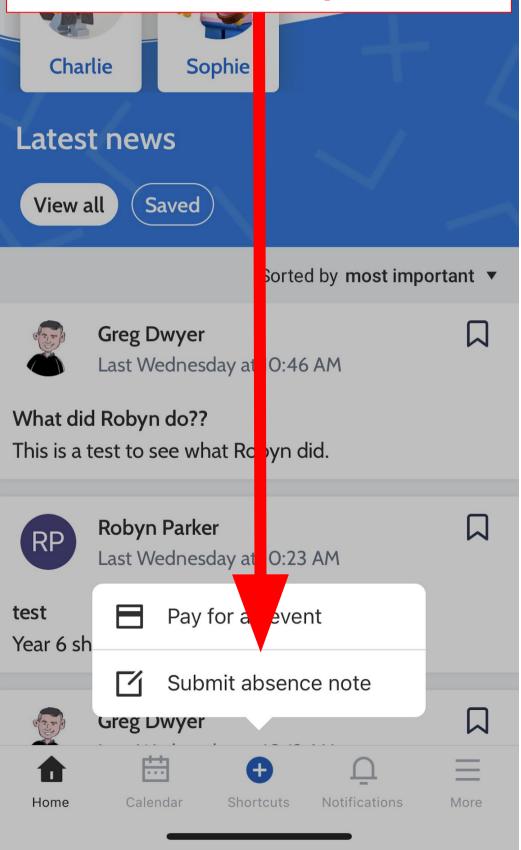
You can submit an absence note to your child's school. This can be used instead of contacting the school by phone or email.

Charlie   Sophie

Latest news

View all   Saved

Sorted by **most important** ▼

Greg Dwyer
Last Wednesday at 10:46 AM

What did Robyn do??
This is a test to see what Robyn did.

Robyn Parker
RP
Last Wednesday at 10:23 AM

test
Year 6 sh

Pay for event

Submit absence note

Greg Dwyer

Home   Calendar   Shortcuts   Notifications   More

Click on the Shortcuts button, then choose the Submit absence note and a new window will open.

Charlie

Sophie

Latest news

View all   Saved

Sorted by **most important** ▼

Greg Dwyer
Last Wednesday at 10:46 AM

What did Robyn do??

This is a test to see what Robyn did.

RP   Robyn Parker
Last Wednesday at 10:23 AM

test

Year 6 sh

⊟   Pay for a event

☑   Submit absence note

Greg Dwyer

🏠 Home   📅 Calendar   ⊕ Shortcuts   🔔 Notifications   ☰ More

Select your child to view their profile

Sophie

Charlie

Latest news

View all   Saved

Click on your child you wish to enter an absence note for. (if you wish to submit it for all your children you will need to do one absence note for each child)

Attendance Note

Sophie

Charlie

Reason   None >

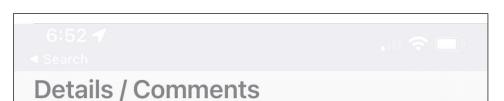Medical – Illness/Injury   ✓

Medical Appointment

Travel

Other Explained Absence

Domestic Necessity

Natural Disaster

Details / Comments

Charlie is not well. COVID test pending

Enter the details. The Comment field needs at least 10 characters to make it valid.

Start Date

11/05/2022 - 08:45 AM

Start & End date of absence

End Date

11/05/2022 - 03:15 PM

Sun 8 May	12	00	
Mon 9 May	1	05	
Today	2	10	am
Wed 11 May	**3**	**15**	**pm**
Thu 12 May	4	20	

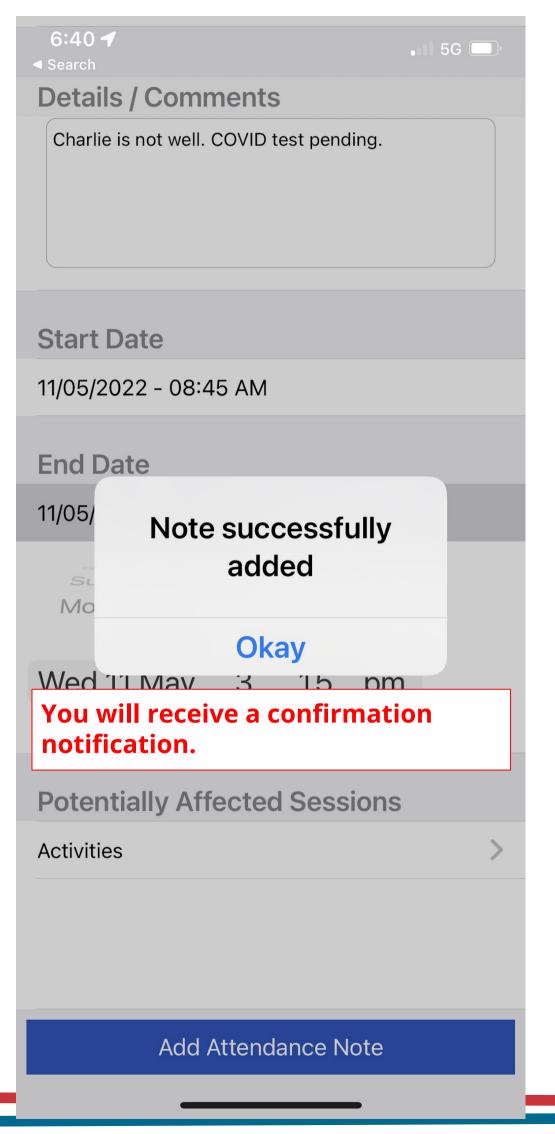## Potentially Affected Sessions

Activities   〉

Clicking on the arrow will display any camps, excursions and sessions your child may miss due to the absence.

Add Attendance Note

To finalise the absence note click the Add Attendance Note button

Details / Comments

Charlie is not well. COVID test pending.

Start Date

11/05/2022 - 08:45 AM

End Date

11/05/

Su
Mo

Note successfully added

Okay

Wed 11 May   3   15   pm

You will receive a confirmation notification.

Potentially Affected Sessions

Activities   >

Add Attendance Note

End.