## **Reporting Absences via the Compass App**

Make sure you have the current version of the 'Compass School Manager' app, along with current software on your device!

1. From the **Home** screen, tap on the child you wish to enter an absence for (shown in red below).



3. Tap on the + button (shown in red below).



 Tap on Approvals (shown in red below) – if there is no 'Approvals' button, swipe left twice to reveal the screen at step 3!



4. Select the reason for the absence, enter details as appropriate (shown in red below), then tap on **Add Approval** (shown in green below).

Cancel	Add Approval	
Reason		None >
Details / Com	nments	
Start Date		
09:00 AM	No need to change default times!	
End Date		
05:00 PM		
Missed		
Activites misse	ed by this approval	i
A	dd Approval	