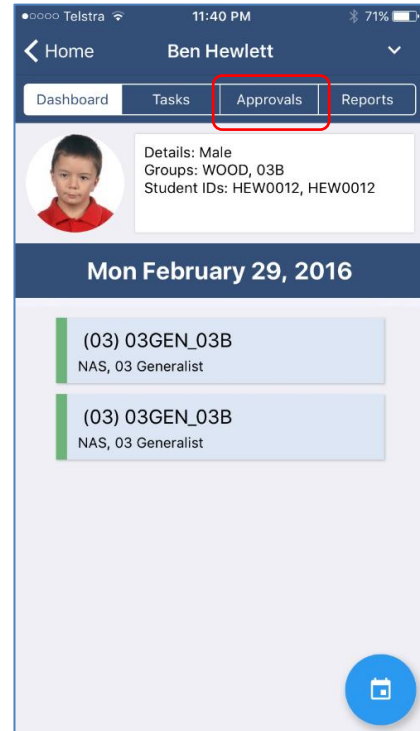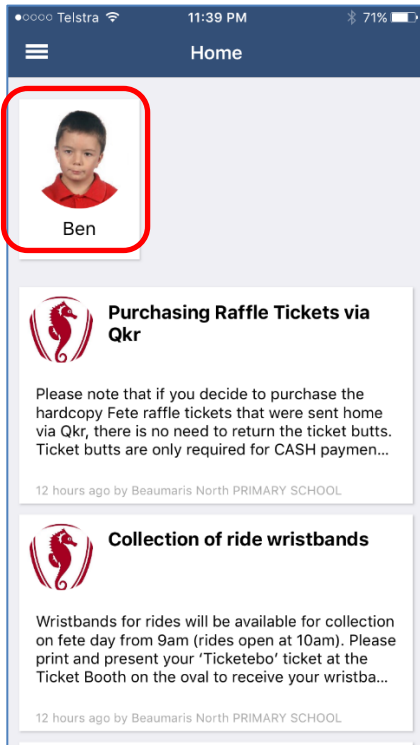# Reporting Absences via the Compass App

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).*

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

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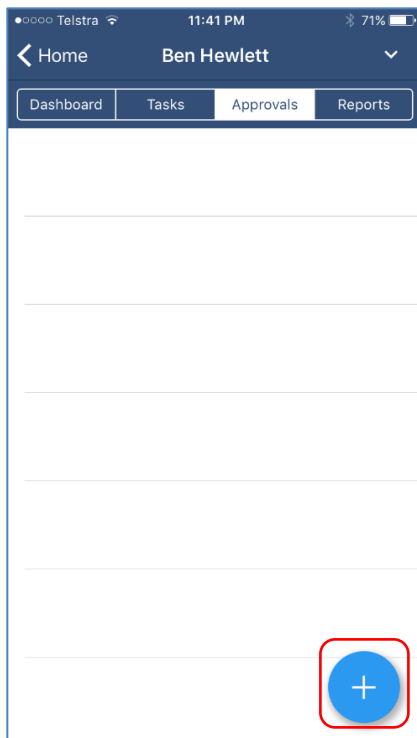
4. Select the reason for the absence, enter details as appropriate *(shown in red below),* then tap on **Add Approval** *(shown in green below).*