

COMPASS GUIDE FOR APPROVING AND ENTERING ABSENCES

DARWIN
HIGH
SCHOOL





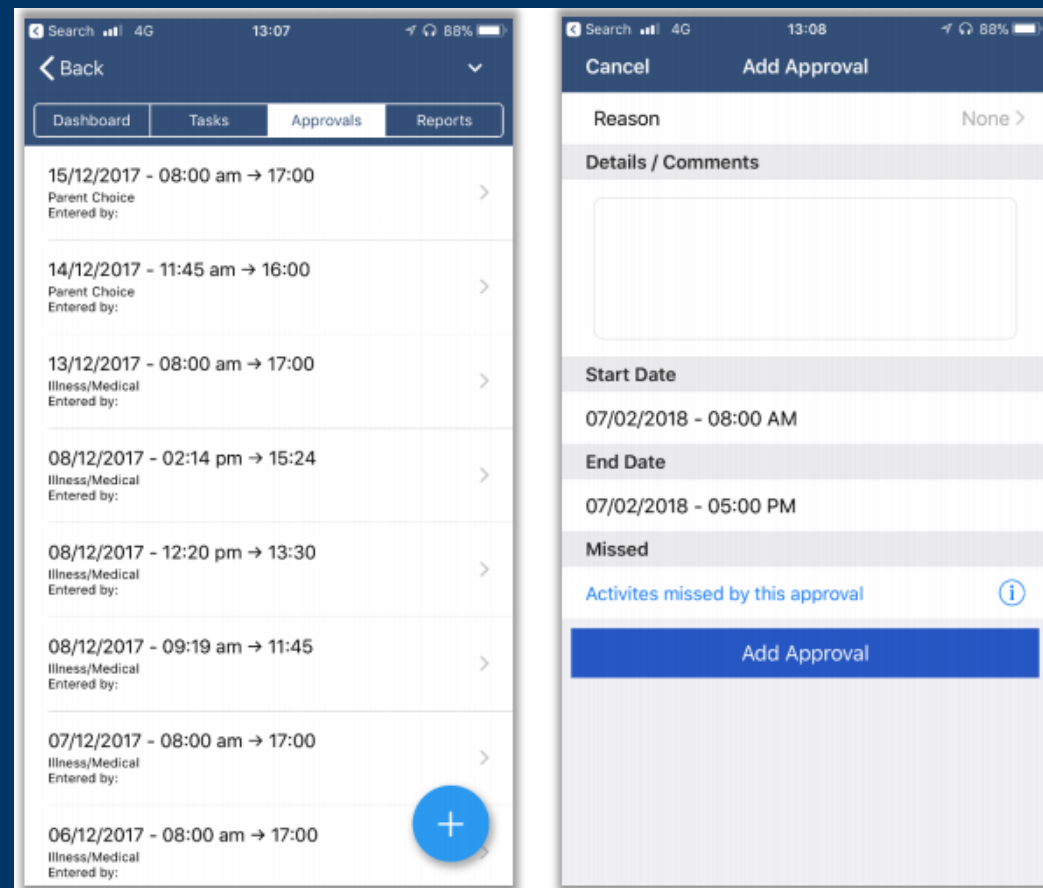
Entering an attendance note via Compass Web

1. From the Compass home screen (or from your child's profile), click the **Add Attendance Note** item.
2. From the pop-up window:
 1. Select the reason
 2. Enter a brief description of the absence
 3. Select the start and finish time
 4. Click the 'Save' button

[Click here to view an online tutorial.](#)

Entering attendance via Compass App

1. From the Compass App go to the 'approvals' tab to enter in new absences or approve previous unexplained absences.
2. Here you will see a list of previous entries and any that require approval.
3. Press the + button to create a new entry for an upcoming absence.
 1. Here you can enter the reason and any further details.
 2. Adjust the start and finish times/dates and press 'Add Approval'.



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