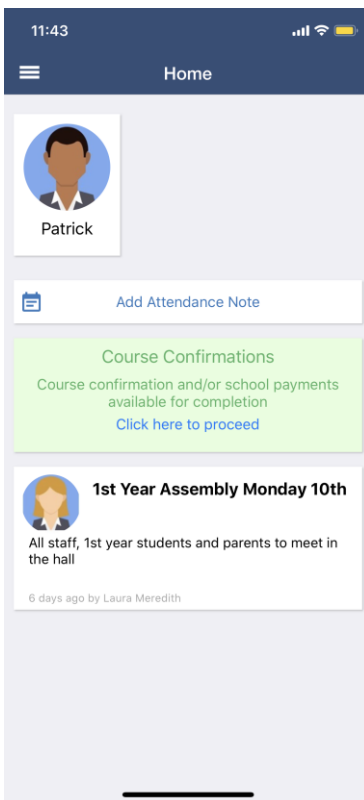
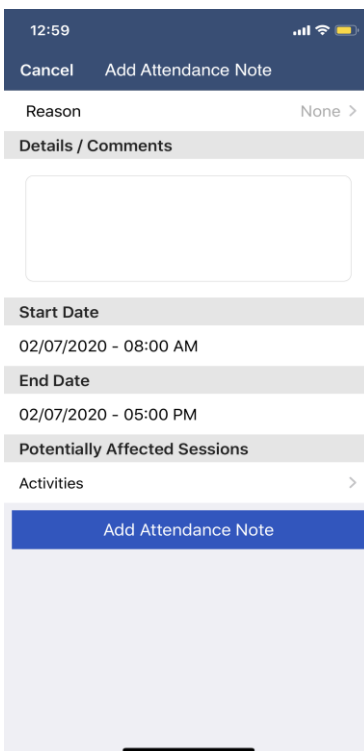




# Attendance Note

**To add in an attendance note on the App:**

Click on Add Attendance Note



Fill in the details as to why your child will be or why your child was absent. It can be an attendance note for a whole or partial day and the date can be from a previous date and time.

Once the fields have been filled in click add attendance note.





## Add Attendance note on the browser.


When you login it will navigate you to the homepage of the Compass portal.  
 Click on Add Attendance Note.

## Welcome to the Magic College Portal

Use the links listed for each of your children to explore the portal.  
 Please keep your mobile phone number and email address up to date  
 (Tools > Update My Details). The school will use this to contact you  
 regarding attendance, events, news and more.

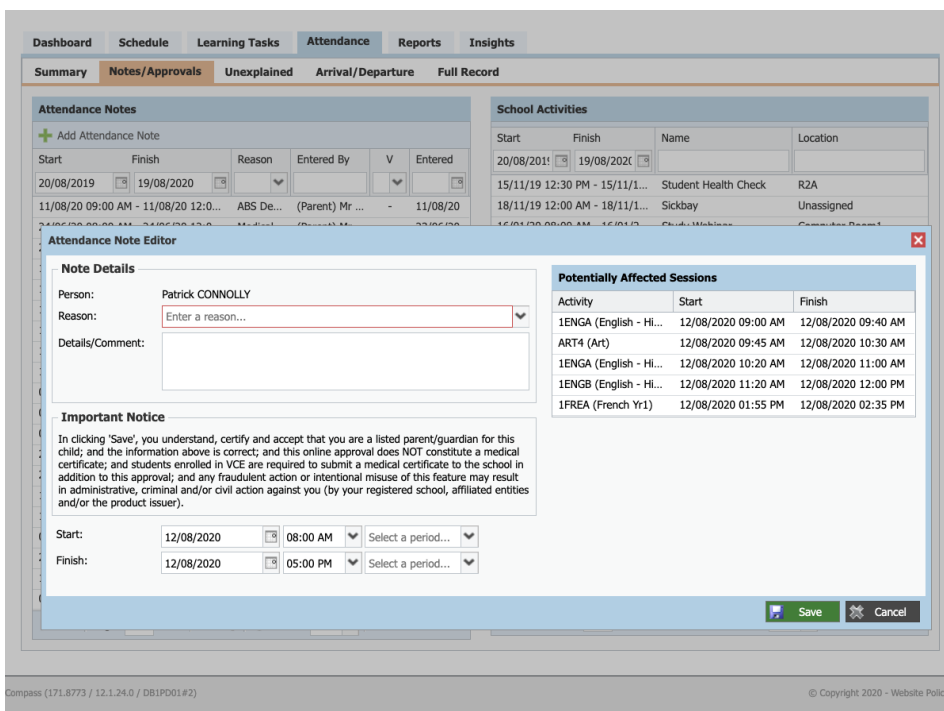
**Patrick Connolly**

-  Profile (Attendance, Schedule, Reports)
-  Add Attendance Note (Approved Absence/Late)
-  View Academic Reports
-  Book Parent Student Teacher Conference



You will then be brought to the attendance page and a window to enter in the details of the absence will appear. You can provide whole and partial absences and the dates can be changed to a date of absence in the past or in future.

Fill in all the relevant information then save.



The screenshot shows the 'Attendance' tab in the Compass portal. The 'Attendance Note Editor' window is open, displaying the following details:

- Note Details:**
  - Person: Patrick CONNOLLY
  - Reason: Enter a reason...
  - Details/Comment: (Empty text area)
- Potentially Affected Sessions:**

| Activity               | Start               | Finish              |
|------------------------|---------------------|---------------------|
| 1ENGA (English - Hi... | 12/08/2020 09:00 AM | 12/08/2020 09:40 AM |
| ART4 (Art)             | 12/08/2020 09:45 AM | 12/08/2020 10:30 AM |
| 1ENGA (English - Hi... | 12/08/2020 10:20 AM | 12/08/2020 11:00 AM |
| 1ENGB (English - Hi... | 12/08/2020 11:20 AM | 12/08/2020 12:00 PM |
| 1FREA (French Yr1)     | 12/08/2020 01:55 PM | 12/08/2020 02:35 PM |
- Important Notice:**

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child; and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).
- Start:** 12/08/2020 08:00 AM (Select a period...)
- Finish:** 12/08/2020 05:00 PM (Select a period...)

Buttons: Save, Cancel