

Carranballac P-9 College

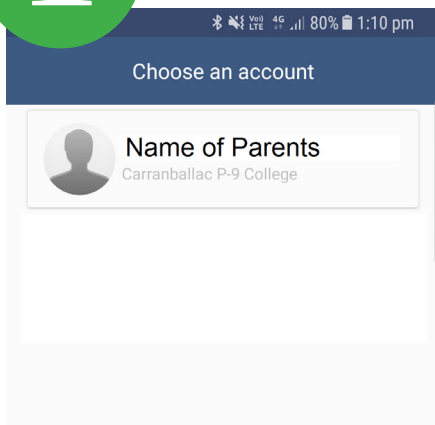
Compass Quick Reference Guide

Attendance

You must notify the College any time that your child will be late to School, or absent for part or the whole day. Reasons your child may be absent from School might be Sickness, Family Holiday, Religious Holiday, Medical Appointment or Bereavement.

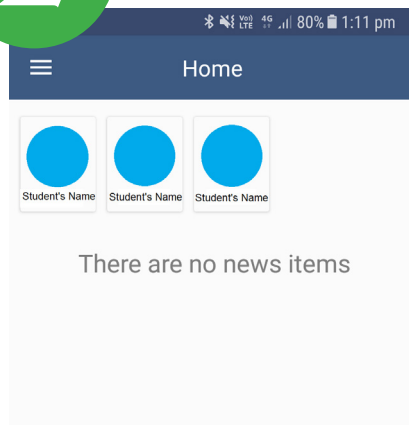
Download the free COMPASS SCHOOL MANAGER app from iTunes or Google Play. Select "Carranballac P-9 College" and input your log in details. If you have not received your Log In details, contact your School Office.

1



Tap on your Parent Account to view your child's profile

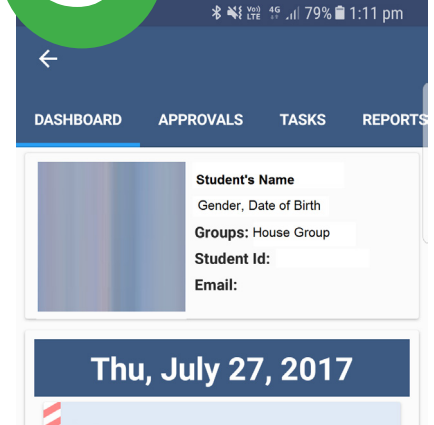
2



Tap on the child who will:

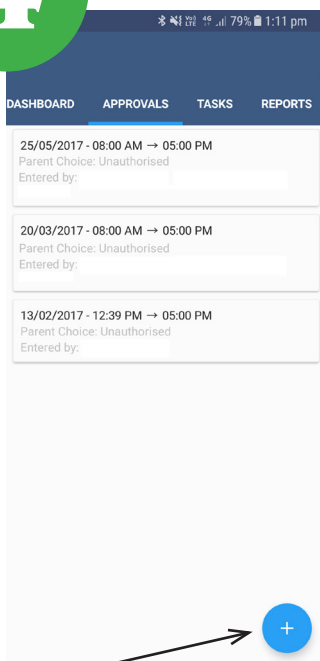
- Be Absent for the whole day
- Be late to School
- Be collected early from School

3



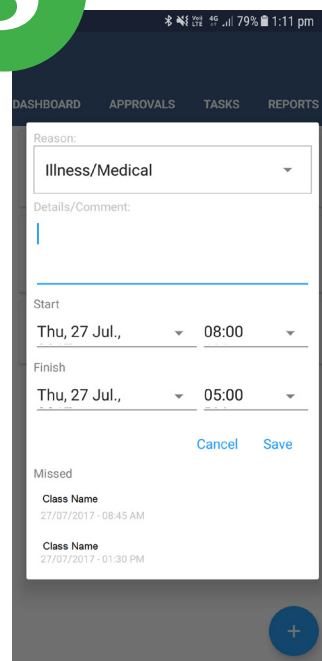
Tap on the APPROVALS tab

4



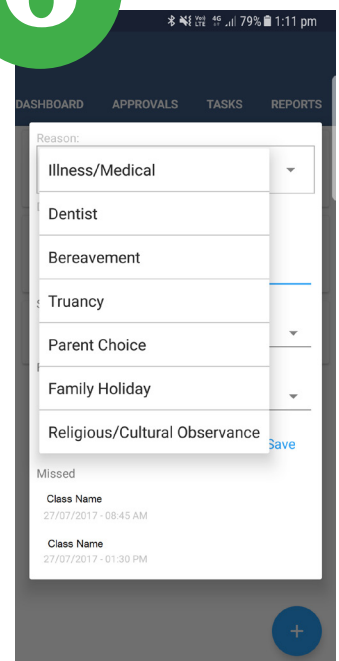
Tap on the + to add an Absence, Late Arrival or the need to be Collected Early from School

5



Tap on REASONS to notify why your child will not be at School

6



Select the REASON, give a brief description, add the DATE and TIME that your child is expected to be absent. Click SAVE.