

Compass: **Recording Lateness and Absences**

.

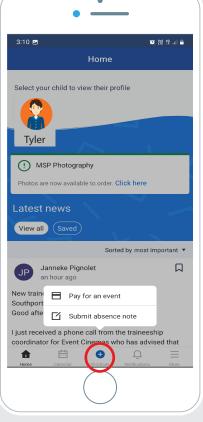
😥 Veg 40 🗎 💼

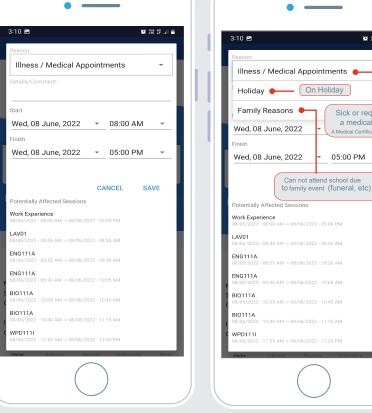
Sick or required to attend

a medical appointment

Medical Certificate should be pres

05:00 PM

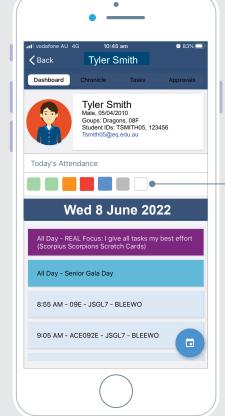






Select Shortcuts to open absence reporting area

STEP 2 **Enter Details** STEP 3 Select Reason



PRESENT IN CLASS **EXPLAINED ABSENCE UNEXPLAINED ABSENCE** IN SICK BAY

STEP 4 Absence/late information has been advised