Compass: Recording Lateness and Absences
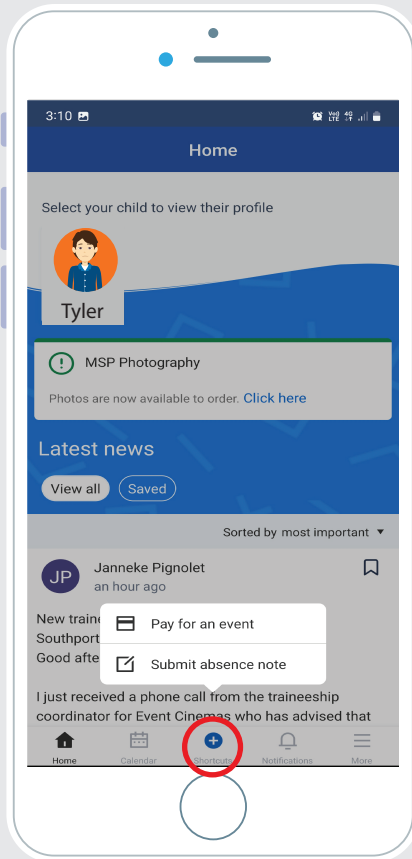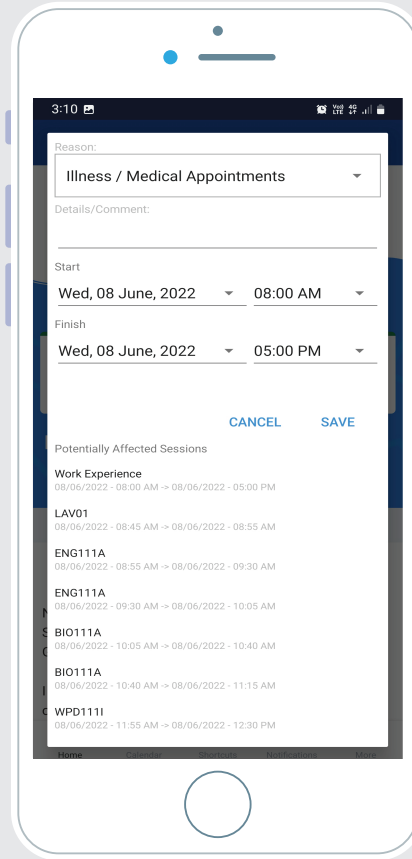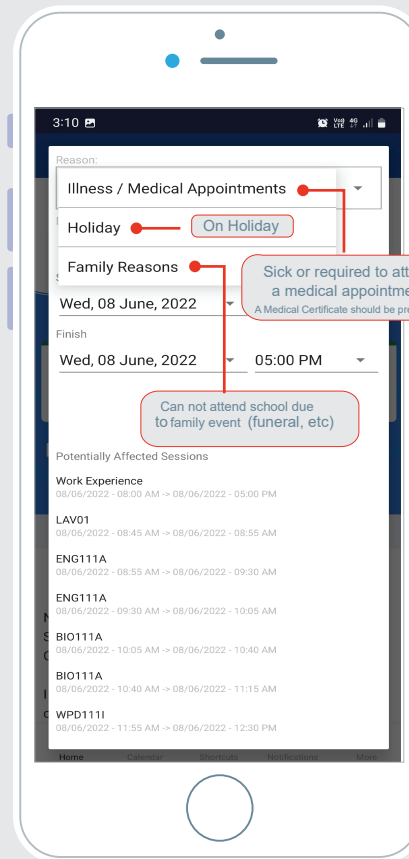

STEP 1
Select Shortcuts to open absence reporting area

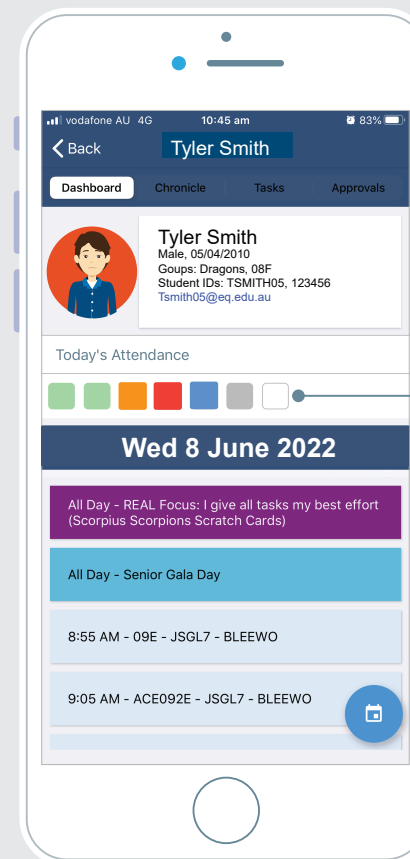**STEP 2**
Enter Details

STEP 3
Select Reason

STEP 4
Absence/late information has been advised

PRESENT IN CLASS

EXPLAINED ABSENCE

UNEXPLAINED ABSENCE

IN SICK BAY