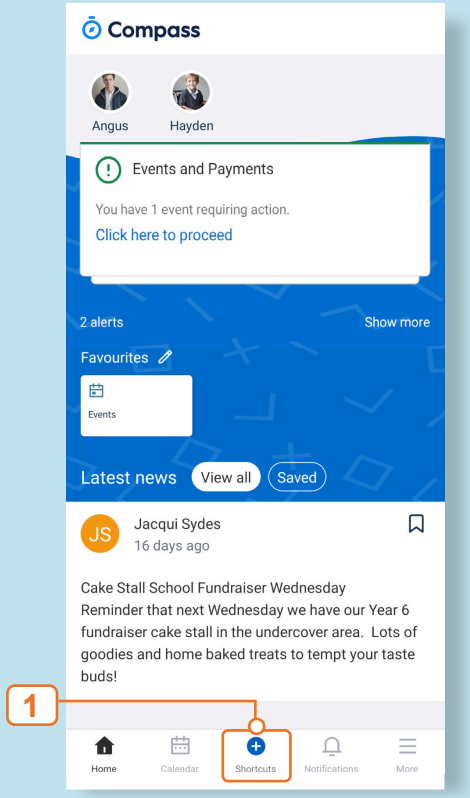
Department of Education
GOVERNMENT OF WESTERN AUSTRALIA

Compass parent portal guide

Mobile devices

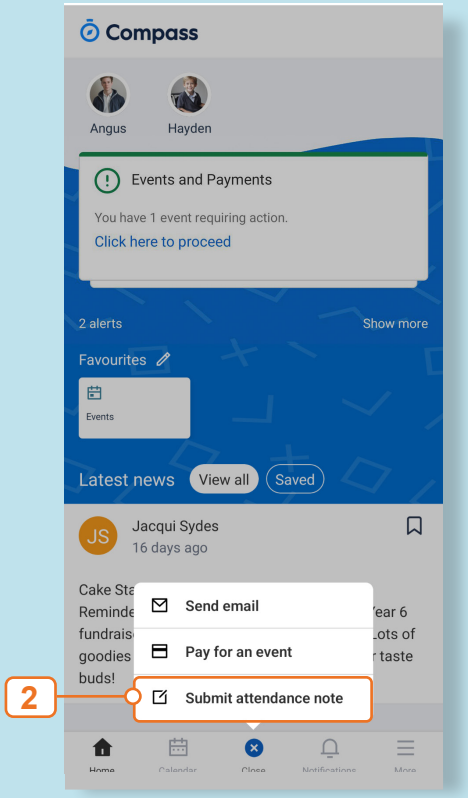
Open your Compass School Manager app and login using your username and password or a One-time Code (OTC).

Send an absent note

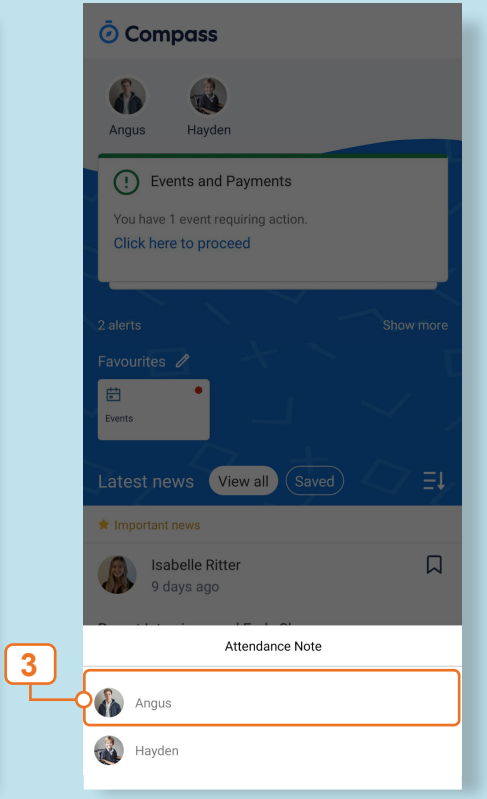


From your home page:

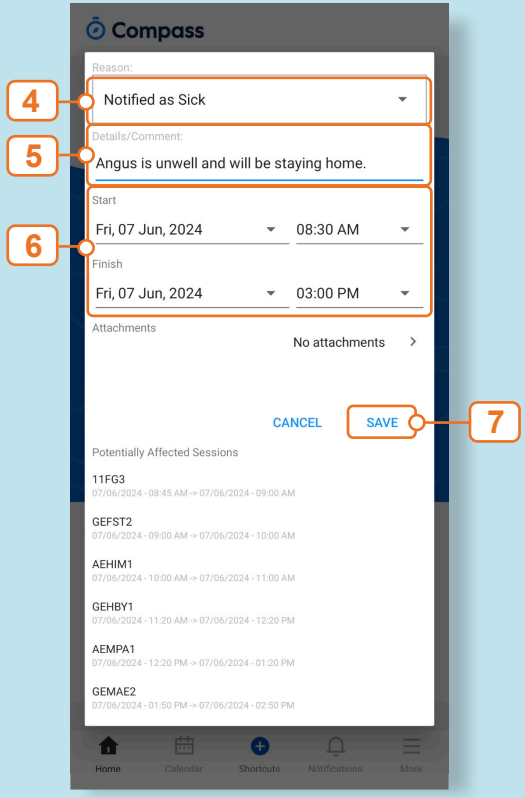
1. From the main menu select the **Shortcuts button**



2. From the popup, select **Submit attendance note**



3. From the popup, select your **child's name**



4. Select a **Reason** from dropdown list
5. Enter additional information in **Details/Comments box**
6. Select **Start** and **Finish Date** and **Time** of absence
7. Select **Save.**