Moranbah State High School
Compass – Attendance

Explaining student absences is an important part of maintaining accurate attendance records and ensuring student safety. Absences can be explained in advance where they are known, or on the day of the absence.

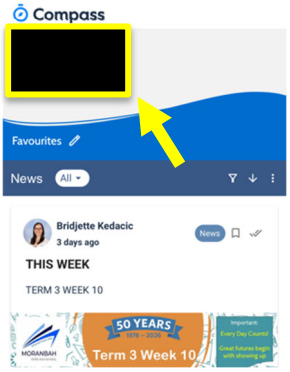
Compass is Moranbah State High Schools preferred method for explaining absences. Compass can be accessed on the website here or through the Compass app:

- Google Play
- Apple Apps

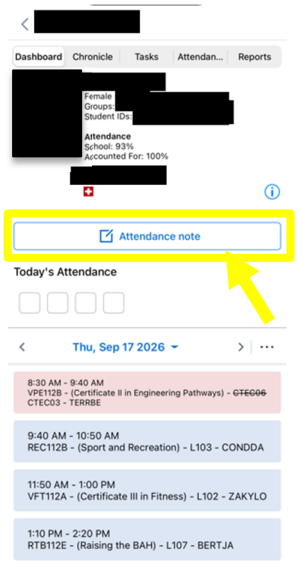
Below are the steps for explaining a student absence using the Compass app.

Process for explaining absences when they are known in advance

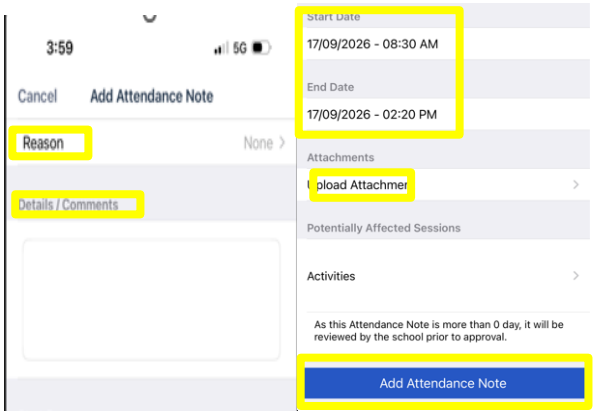
- If you have multiple students at the school, select the student requiring an attendance note



- Select "Attendance Note"

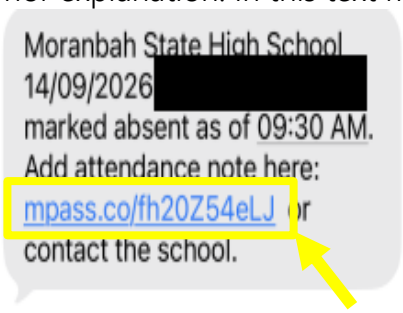


- Record details of the absence:
  - Select reason
  - Add details/comments
  - Select the correct date and times
  - Upload attachments if available
  - Select "add attendance note" to finalise.



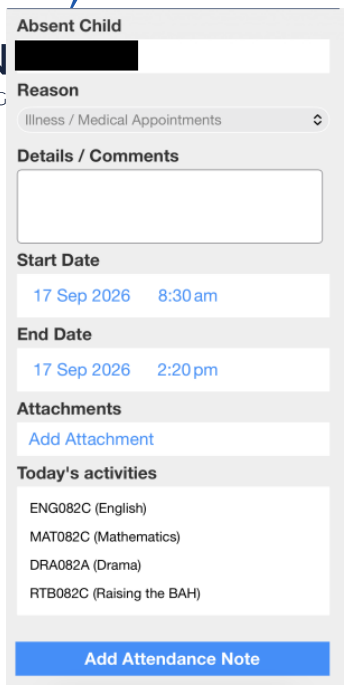
Process for explaining absences on the day

- Parents will receive a text message if a student is marked not present and there is no prior explanation. In this text message, there will be a link you can select to explain:



- Record details of the absence:
  - Select reason
  - Add details/comments
  - Select the correct date and times
  - Upload attachments if available
  - Select "add attendance note" to finalise.

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Process for explaining absences without the Compass app

You can email any information for any absences and/or attachments to:
absences@moranbahshs.eq.edu.au