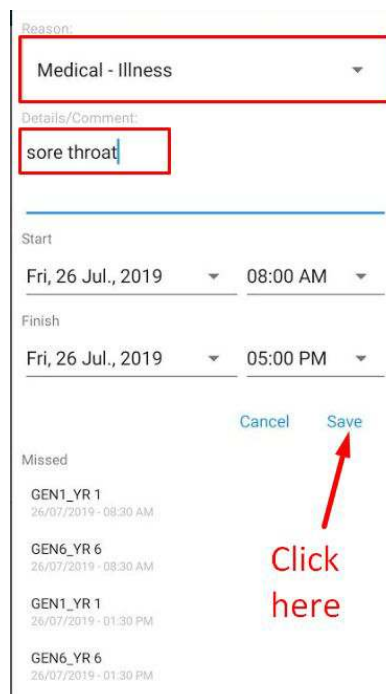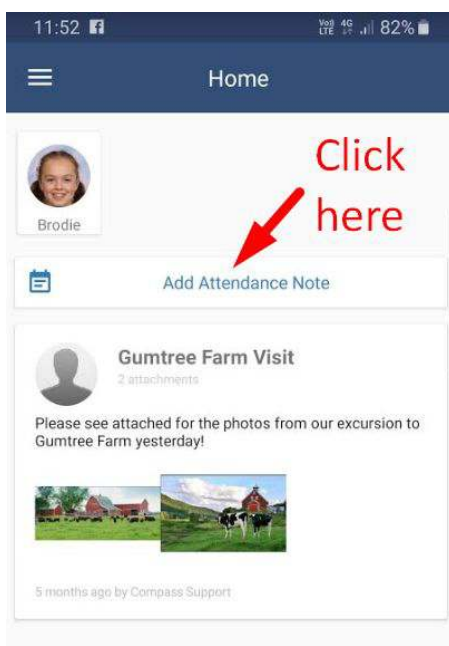# Parent Information: Compass School Manager App

The 'Compass School Manager' App has some helpful features that allows you to view information about your child and to advise the school of an absence.

Please contact your school office for your login information if you have not accessed Compass. You will need the latest version of the app to access the features shown below. You should also check that your phone has been updated to the latest version of its operating system.

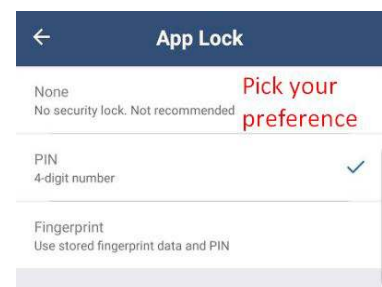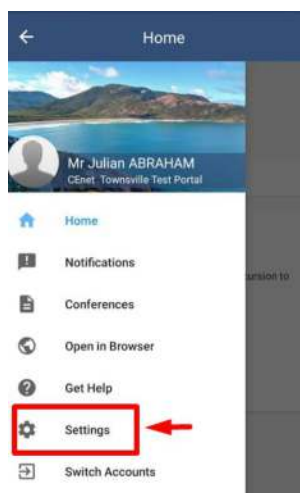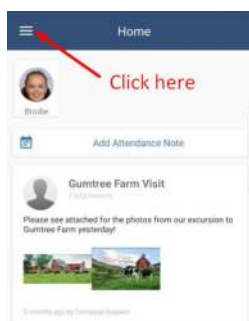## How to advise the school of an absence

If your child will be away, click on 'Add Attendance Note' on the home screen of your device.

How to lock the Compass App

You are able to **lock the Compass app** on your phone/device.
Click on Menu (3 lines) > Settings > App Lock > Select your preferred option.

How to see more information about your child on the Compass App

Click on your child's photo to view**:**

Dashboard - Your child's timetable for today (hit the blue calendar icon to view a different day)

Chronicle - Any awards in the system for your child

Tasks - Any Learning Tasks for your child (not used in all schools)

Approvals - Absence information - this is also another way to add an absence for your child

Reports - Semester Reports for your child