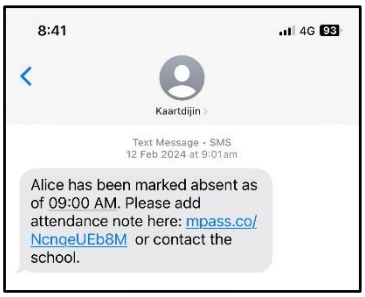
Dear Parents and Caregivers,

Our school is changing the way we send messages about student attendance. We will now use **Compass SMS** to tell you if your child is away from school.

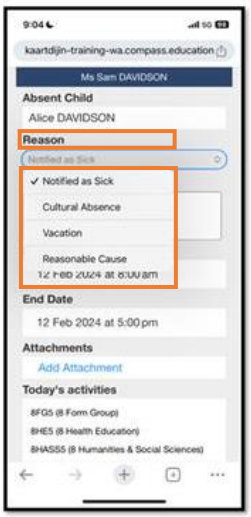


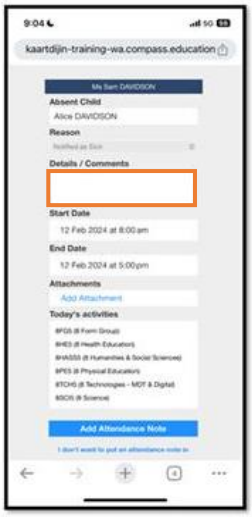
You will get a text message from **Compass.** This message asks you to add an **attendance note** for your child's absence and includes a **one-time link** for you to tell us why your child is away.

The **link** in the SMS is **safe to use**. It is part of our school's official system.

How to submit an **Attendance Note** for your child's absence:

1. **Click the link** in the Compass SMS
2. The **Compass webpage** opens in your browser
3. **Choose a reason** for the absence from the drop-down menu
4. Type extra **details** or **comments** in the box below.
5. Make sure your message is at least **10 characters** long.
6. **Submit** the form.





If your message is **less** than **10 characters**, the note **will not** be sent to the school.

If you have any questions or worries, please contact us.

Kind regards,

Churchlands Primary School