

## Notas de enfermedad ingresadas directamente a Skyward por un tutor

Cuando inicia una sesión de Skyward Family Access y hace clic en el enlace *Attendance* (asistencia) a la izquierda, verá el enlace *Absence Requests* (solicitudes de ausencia) en la parte derecha superior. Haga clic en ese enlace y abra la casilla de *Add Request* (agregar una solicitud).

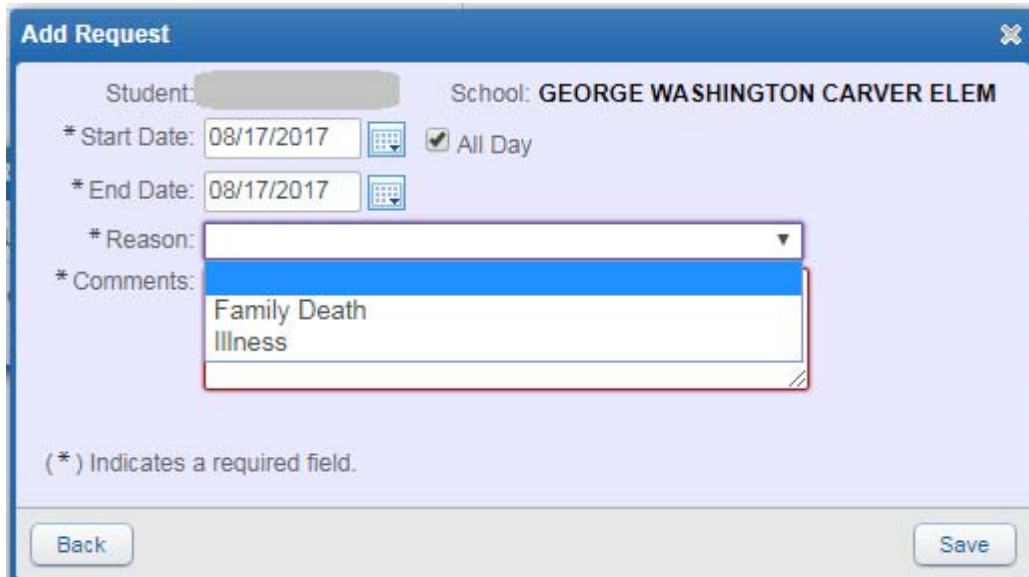
The screenshot shows the Skyward Family Access interface. At the top, there is a navigation bar with links for "My Account", "Contact Us", "Email History", and "Exit". Below this, the "Family Access" header is visible. On the left side, there is a sidebar menu with options: Home, Back to School Forms, Online Forms, Calendar, Attendance (highlighted), Student Info, Test Scores, Portfolio, Skylert, Health Info, and Login History. The main content area is titled "Attendance" and displays "Today's Attendance: Wed Aug 16, 2017" with the message "No Absences or Tardies were recorded for MARCUS." Below this, there is a table with columns for "Date", "Attendance", "Period", and "Class", showing "No Absences or Tardies were found." A modal window titled "Absence Requests" is open, showing a search bar for "(GEORGE WASHINGTON CARVER ELEM)" and an "Add Request" button. The modal also displays "No Absence Requests to display." A red box highlights the "Absence Requests" link in the top right corner of the main content area.

Puede seleccionarse una Fecha de inicio y una Fecha final en el calendario....

The screenshot shows the "Add Request" modal window. It includes fields for "Student:" and "School: GEORGE WASHINGTON CARVER ELEM". The "Start Date" is set to "08/16/2017" and the "End Date" is set to "August 2017". A calendar is displayed, showing dates from August 30 to September 9. The dates "16" and "17" are highlighted in blue, indicating the selected start and end dates. The "Reason:" and "Comments:" fields are also visible. At the bottom of the modal, there are "Back" and "Save" buttons.

Puede ingresarse una nota de ausencia el día de la ausencia o hasta 3 días después de que el alumno regrese a la escuela. Las notas pueden justificar uno o dos días de enfermedad. Para tres días de enfermedad o más, se requiere una nota del médico.

Entonces se selecciona la *Absence Reason* (razón de la ausencia) designada (enfermedad, o *illness*), del menú desplegable...



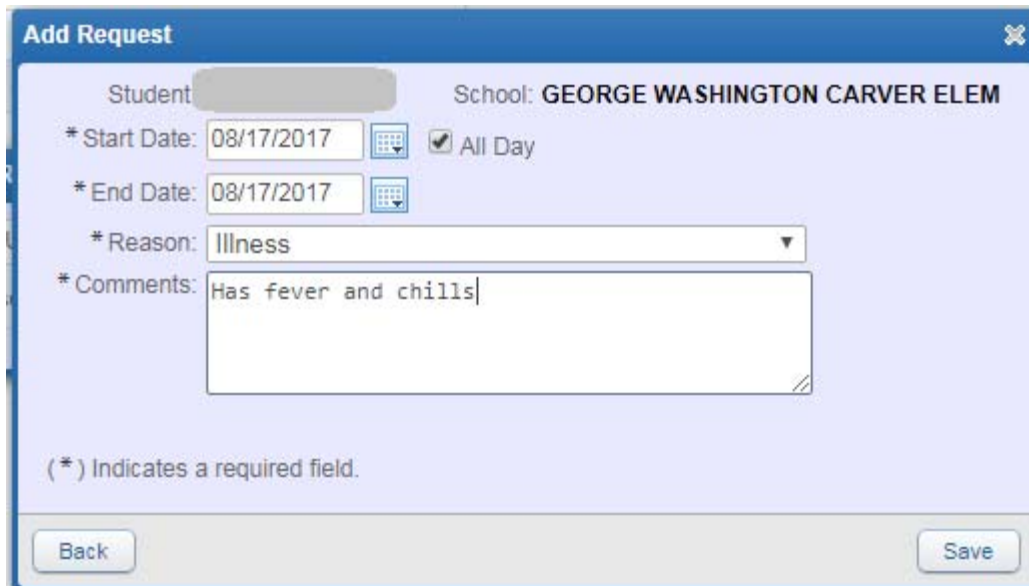
The screenshot shows the 'Add Request' form with the following fields and values:

- Student: [Redacted]
- School: GEORGE WASHINGTON CARVER ELEM
- \* Start Date: 08/17/2017
- All Day:
- \* End Date: 08/17/2017
- \* Reason: [Dropdown menu open showing 'Family Death' and 'Illness']
- \* Comments: [Empty text area]

(\*) Indicates a required field.

Buttons: Back, Save

Es necesario ingresar un comentario (*Comment*) para explicar la ausencia...



The screenshot shows the 'Add Request' form with the following fields and values:

- Student: [Redacted]
- School: GEORGE WASHINGTON CARVER ELEM
- \* Start Date: 08/17/2017
- All Day:
- \* End Date: 08/17/2017
- \* Reason: Illness
- \* Comments: Has fever and chills

(\*) Indicates a required field.

Buttons: Back, Save

Después de hacer clic en *Save* (guardar), la solicitud quedará en estatus *pending* (pendiente). Mientras todavía esté estatus *pendiente*, tendrá la opción de cambiar o borrar la solicitud.


**Absence Requests** ✕


(GEORGE WASHINGTON CARVER ELEM) Add Request

Status	Start Date/Time	End Date/Time	Reason
<span>Edit</span> <span>Delete</span> <b>Pending</b>	Thu Aug 17, 2017	Thu Aug 17, 2017	Illness

Comment: Has fever and chills

Una vez aprobada, verá que la solicitud ha sido aprobada y verá cualquier *School Comment* (comentario escolar) que se haya agregado al registro...

 Family Access My Account | Contact Us | Email History | Exit

 District Links

**Attendance** Absence Requests

Today's Attendance: Wed Aug 16, 2017

No Absences or Tardies were recorded for MARCUS.

(GEORGE WASHINGTON CARVER ELEM)

Date	Attendance	Period	Class
No Absences or Tardies were found.			

**Absence Requests** ✕

(GEORGE WASHINGTON CARVER ELEM) Add Request

Status	Start Date/Time	End Date/Time	Reason
<b>Accepted</b>	Thu Aug 17, 2017	Thu Aug 17, 2017	Illness

Comment: Has fever and chills

School Comment: Your son's absence has been excused. We hope he feels better soon.

Si la solicitud no se conforma a las directrices, será negada. En la pantalla de *Attendance* (asistencia), será un globito rojo de *notification* (notificación)...



- Home
- Back to School Forms
- Online Forms
- Calendar
- Attendance**
- Student Info
- Test Scores
- Portfolio
- Skylert
- Health Info
- Login History

Attendance

Absence Requests

Today's Attendance: Wed Aug 16, 2017

No Absences or Tardies were recorded for [redacted]

[redacted] (GEORGE WASHINGTON CARVER ELEM)

Date	Attendance	Period	Class
No Absences or Tardies were found.			

Haga clic en el globito de notificación; mostrará la solicitud con el estatus de "Negada" en rojo...

**Parent Notification**

Student: [redacted] Requested By: [redacted] Stu Type: R  
 School: 159 GEORGE WASHINGTON CARVER EL Calendar: 159 GEORGE WASHINGTON CARVER EL Max Prds: 03

Start Date: 08/21/2017 Monday Start Time/Prd: 11:00 AM 03  
 End Date: 08/21/2017 Monday End Time/Prd: 03:00 PM 03 Reason: FD FAMILY DEATH

Parent Comment: Funeral for Neighbor's mother Reply to Parent: Absence can only be excused for immediate family members.

**Projected Attendance from Parent Notification**

Atnd Date	P-N	-01-	-02-	-03-	Comment
08/21/2017 Mon	Y				Funeral for Neighbor's mother

1 records displayed

**Existing Current Year Attendance**

Atnd Date	P-N	-01-	-02-	-03-
08/17/2017 Thu	Y		E-IL	
08/14/2017 Mon	N			A-

Puede ver todas las solicitudes presentadas, sean aceptadas o negadas. Favor de notar que solamente se puede ingresar en línea justificaciones para enfermedades. Las ausencias por cualquier otro motivo deben tratarse directamente con la oficina de asistencia. Si tiene preguntas o dudas acerca de una ausencia, favor de llamar a la oficina de asistencia.