

Guardian Entering Illness Notes Directly into Skyward

When you log in to Skyward Family Access and clicks on the Attendance link on the left, you will see the “Absence Requests” link in the upper right. Click that link, open the box to “Add Request.”

The screenshot shows the Skyward Family Access interface. On the left is a navigation menu with links: 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 shows "Today's Attendance: Wed Aug 16, 2017" with the message "No Absences or Tardies were recorded for MARCUS." Below this is a table for "MARCUS (GEORGE WASHINGTON CARVER ELEM)" with columns for Date, Attendance, Period, and Class, containing the message "No Absences or Tardies were found." In the top right corner, there is a red-bordered button labeled "Absence Requests". A modal window titled "Absence Requests" is open, showing a dropdown menu for "(GEORGE WASHINGTON CARVER ELEM)" and an "Add Request" button. Below the dropdown, it says "No Absence Requests to display."

A Start Date and End Date can be selected from the calendar....

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" with a calendar icon. The "End Date" field is empty. Below these fields is a calendar grid for August 2017. The calendar shows days from 30 to 9. The date 16 is highlighted in blue, and 17 is highlighted in dark blue. A red box highlights the calendar grid. At the bottom of the modal are "Back" and "Save" buttons.

Absence notes may be entered for the day of the absence or up to 3 days after the student returns to school. Notes may excuse one or two days of illness. Three or more consecutive days of illness require a doctor's note.

The designated Absence Reason (illness) is then selected from the drop down....

The screenshot shows a web form titled "Add Request" for a student at "GEORGE WASHINGTON CARVER ELEM". The form includes fields for "Start Date" (08/17/2017) and "End Date" (08/17/2017), with an "All Day" checkbox checked. The "Reason" dropdown menu is open, showing "Family Death" and "Illness" as options. The "Comments" field is empty. A note at the bottom states "(*) Indicates a required field." Buttons for "Back" and "Save" are visible at the bottom.

A Comment is required to explain the absence...

The screenshot shows the same "Add Request" form. The "Reason" dropdown menu is now closed and "Illness" is selected. The "Comments" field contains the text "Has fever and chills". The "Start Date" and "End Date" fields remain 08/17/2017, and the "All Day" checkbox is still checked. The "Back" and "Save" buttons are at the bottom.

After clicking "Save", the request will be "pending." You will have the option to edit or delete the request as long as it is still "pending"

Absence Requests ✕

(GEORGE WASHINGTON CARVER ELEM) Add Request

Status	Start Date/Time	End Date/Time	Reason
Pending	Thu Aug 17, 2017	Thu Aug 17, 2017	Illness

Comment: Has fever and chills

Once approved, you will see that the request was approved and any "School Comment" that might have been added to the record...

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

SKYWARD 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
Accepted	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.

If a request does not meet the guidelines, it will be denied. You will see a red "notification" bubble on the Attendance screen....



- 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.			

Click the notification bubble; it will display the request with the red "Denied" status....

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-	

You can view all of the requests submitted whether accepted or denied. Please note, only illness excuses may be entered on-line. All other reasons should be handled directly by the attendance office. If you have questions or concerns about an absence, please call the attendance office.

