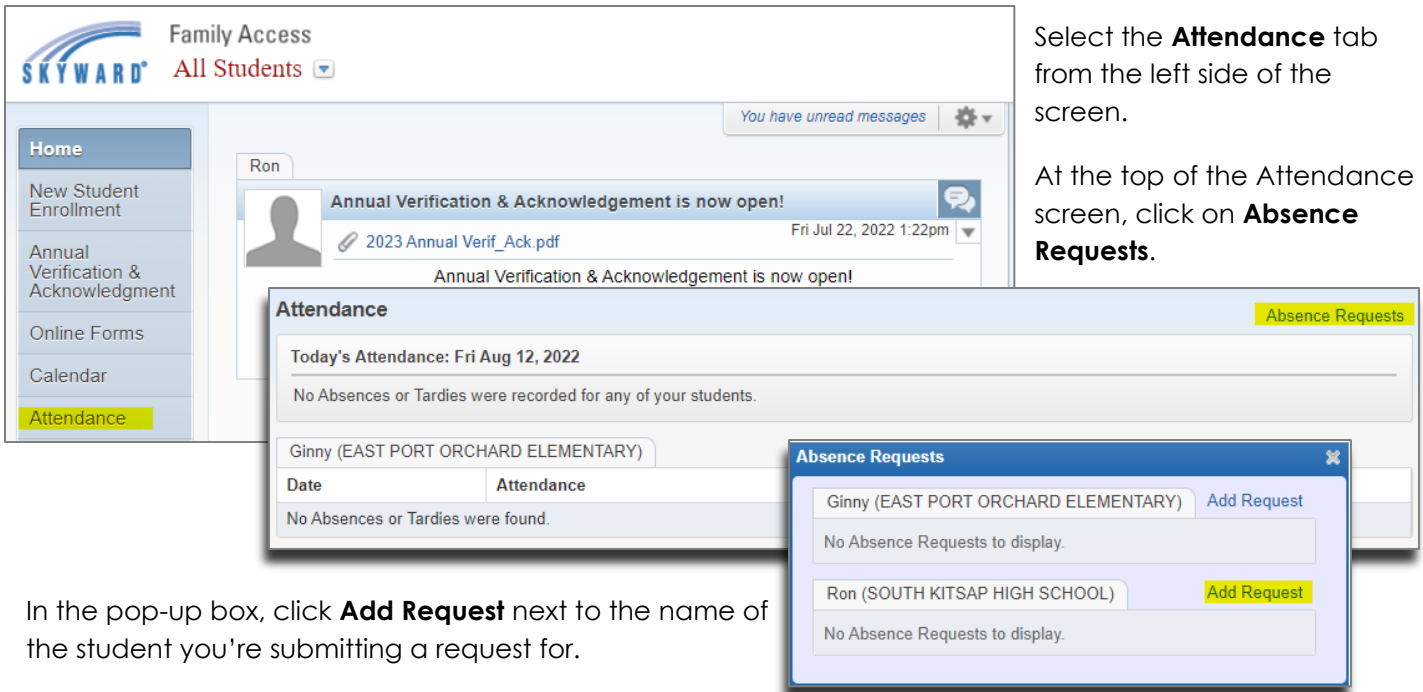


## SUBMITTING AN ABSENCE REQUEST THROUGH FAMILY ACCESS

The Attendance application in Family Access allows parents/guardians to enter Absence Requests to notify the school attendance office if their student is expected to be absent from school.

The attendance application is also available in the Skyward Family Access Mobile Application.

### From a Desktop/Laptop/Mobile Browser

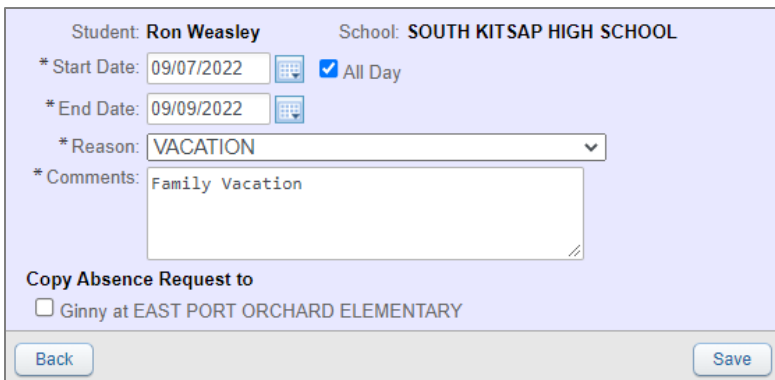


The screenshot shows the Family Access web interface. On the left is a navigation menu with 'Attendance' highlighted. The main content area shows a message for 'Ron' about 'Annual Verification & Acknowledgement'. Below this is the 'Attendance' section for 'Ron' at 'SOUTH KITSAP HIGH SCHOOL', showing 'Today's Attendance: Fri Aug 12, 2022' and 'No Absences or Tardies were recorded'. A pop-up box titled 'Absence Requests' is open, showing a list of students with 'Add Request' buttons. 'Ron (SOUTH KITSAP HIGH SCHOOL)' has a highlighted 'Add Request' button.

Select the **Attendance** tab from the left side of the screen.

At the top of the Attendance screen, click on **Absence Requests**.

In the pop-up box, click **Add Request** next to the name of the student you're submitting a request for.



The screenshot shows the 'Absence Request' form. It includes fields for 'Student: Ron Weasley' and 'School: SOUTH KITSAP HIGH SCHOOL'. There are input fields for '\* Start Date: 09/07/2022' and '\* End Date: 09/09/2022', with a checked 'All Day' box. A dropdown menu for '\* Reason:' is set to 'VACATION'. A text area for '\* Comments:' contains 'Family Vacation'. At the bottom, there is a section 'Copy Absence Request to' with a checkbox for 'Ginny at EAST PORT ORCHARD ELEMENTARY'. 'Back' and 'Save' buttons are at the bottom.


Enter the **Start** and **End Date** your student will be absent.

If the absence(s) will be for a partial day, uncheck the **All Day** box and enter the **Start/End Time** for the absence.

Select the most appropriate reason from the drop-down menu and provide additional comments.

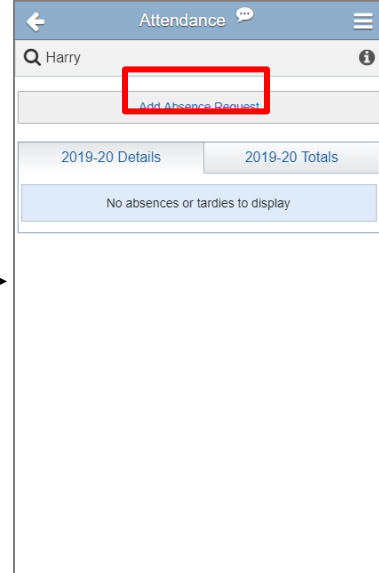
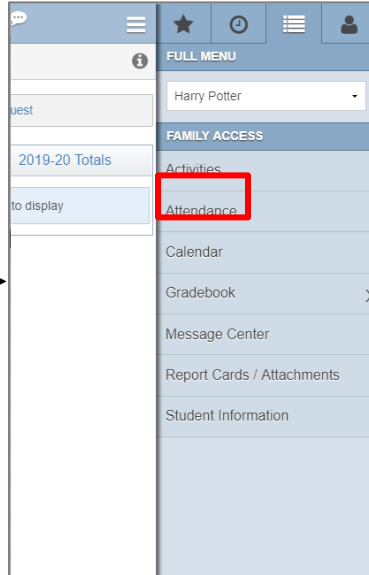
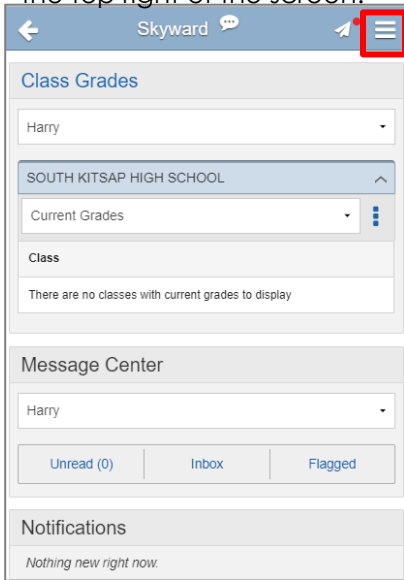
If you have additional students in the district that will be absent on the same date(s)/time(s), you are given the option to copy the absence to them by clicking the box next to their name.

Click **Save** to submit the request to the attendance office.

Absences will be visible on the Attendance tab once they have been **approved**. If an absence request is denied a red exclamation mark  will be visible next to the Absence Requests link on the Attendance tab.

### From the Skyward Mobile App

Tap the **Navigation Menu** icon (three stacked lines) at the top right of the screen.



**Add Absence Request** [Close]

Submit

Student: Harry Potter

School: SOUTH KITSAP HIGH SCHOOL

Start Date: 09/05/2019

End Date: 09/05/2019

All Day:  No

Start Time: 07:25 AM

End Time: 10:00 AM

Comment: Doctor's appointment

Enter the **Start** and **End Date** your student will be absent.

If the absence(s) will be for a partial day, check the **No** box next to All Day and enter the **Start/End Time** for the absence.

Select the most appropriate reason from the drop-down menu and provide additional comments.

**Approved** and **Denied** requests are visible on the attendance tab.

