

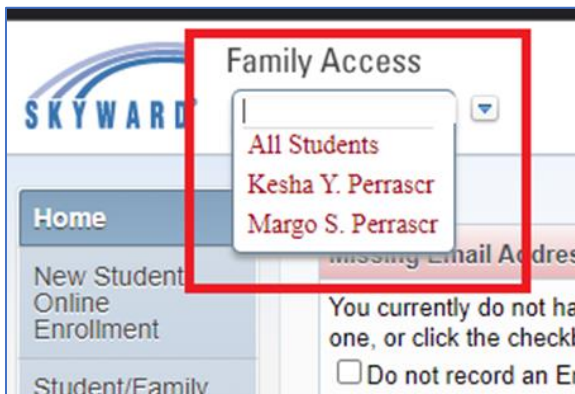
Introduction

A parent or guardian may communicate a student's absence via Skyward/Family Access. This document provides guidance related to submitting and editing absence requests. Alternatively, you can enter absences via Skyward Mobile. Complementary instructions are available from your school.

Submitting an Absence Request

To submit an absence via Skyward Family Access (desktop version)

1. Log into [Family Access](#).
2. Select the applicable student.



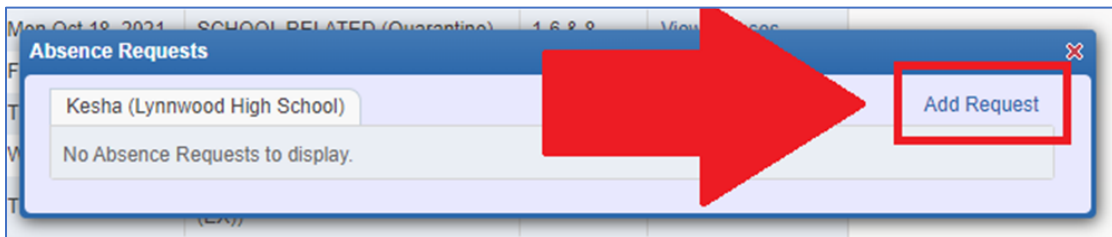
3. From the menu on the left, click **Attendance**.



- Toward the top of the screen, click **Absence Requests**.



- From the pop-up box, click **Add Request**



- In the *Add Request* box, complete the following fields, and click **Save**.

Field	Guidance
Start Date	Select the first day of the absence.
End Date	Select the last day of the absence.
All Day	If the student was absent for a partial day, then deselect this option.
Start Time	When the <i>All Day</i> option is not selected, this field appears. Enter a time that is closest to when your student's absence began. If the absence started before the beginning of the school day, enter school's start time.
End Time	When the <i>All Day</i> option is not selected, this field appears. Enter a time that is closest to when your student returned to school. If your student is absent for the rest of the day, enter school's dismissal time.
Reason	Select the reason that is the closest match to your student's absence.
Comments	Please enter in a specific comment detailing the absence.

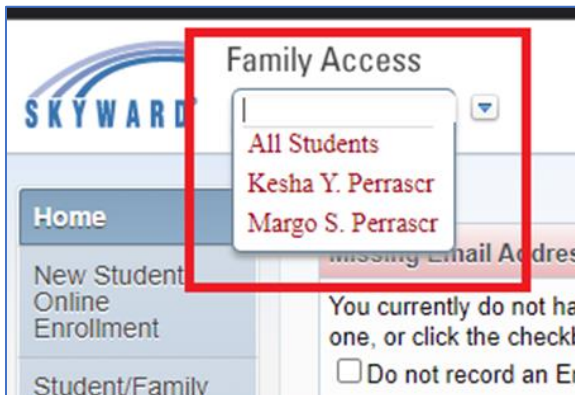
The absence request has now been submitted to your student's school for review. You will receive an email notification confirming your request has been recorded. The absence entry will appear on your student's attendance list after a school staff member has approved it.

Editing and Deleting an Absence Request

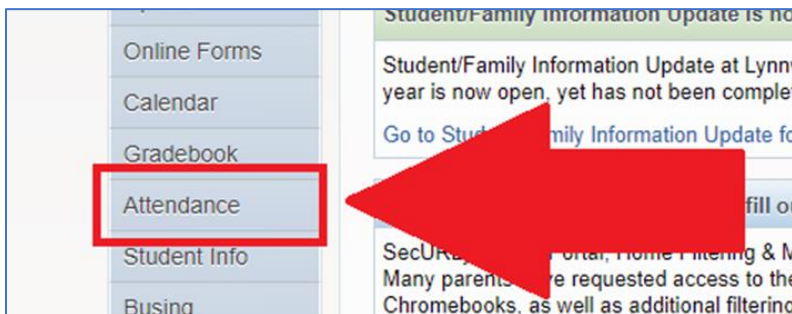
You can modify a pending absence request. For example, your student may recover quickly and return to school sooner than expected. If the request has already been approved, contact your student's school to have the absence adjusted.

To edit an absence request,

1. Log into [Family Access](#).
2. Select the applicable student.



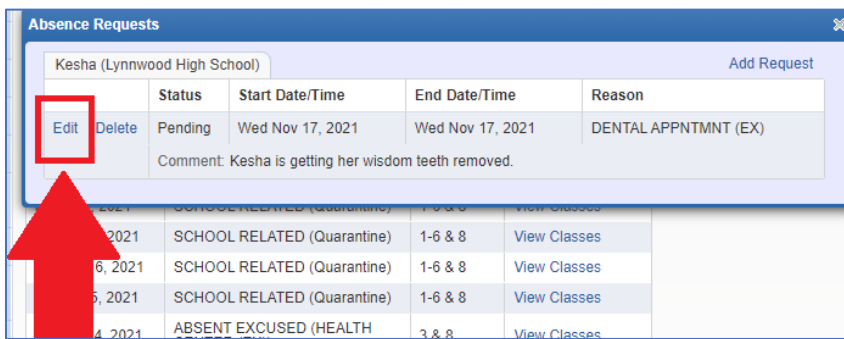
3. From the menu on the left, click **Attendance**.



- Toward the top of the screen, click **Absence Requests**.



- On the left of the pop up menu, click **Edit**. If you want to delete an absence, click **Delete**.



- Modify the fields below that you need to change and when you're done, click **Save**.

Field	Guidance
Start Date	Select the first day of the absence.
End Date	Select the last day of the absence.
All Day	If the student was absent for a partial day, then deselect this option.
Start Time	When the <i>All Day</i> option is not selected, this field appears. Enter a time that is closest to when your student's absence began. If the absence started before the beginning of the school day, enter school's start time.
End Time	When the <i>All Day</i> option is not selected, this field appears. Enter a time that is closest to when your student returned to school. If your student is absent for the rest of the day, enter school's dismissal time.
Reason	Select the reason that is the closest match to your student's absence.
Comments	Please enter in a specific comment detailing the absence.

You're now done! Please keep in mind that once approved, you must contact your student's school to adjust an absence if need be.