

Introduction

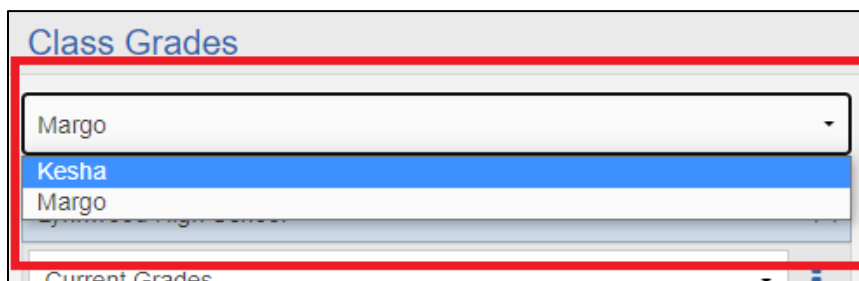
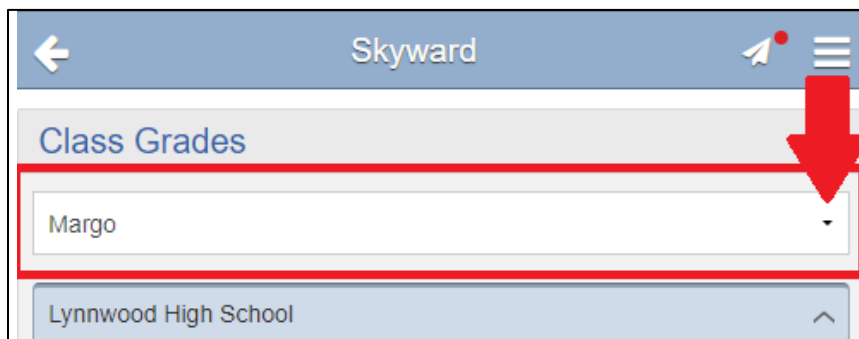
A parent or guardian may communicate a student's absence via Skyward Mobile Access. This document provides guidance related to submitting and editing absence requests. Alternatively, a parent or guardian can enter absences from Skyward's main interface, via desktop computer. Complementary instructions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


Submitting an Absence Request

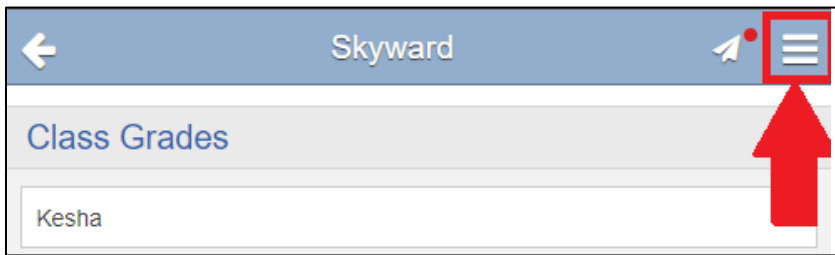
To submit an absence via Skyward Mobile Access,

Note: An app for Skyward Mobile Access is available for download from most major online app stores.

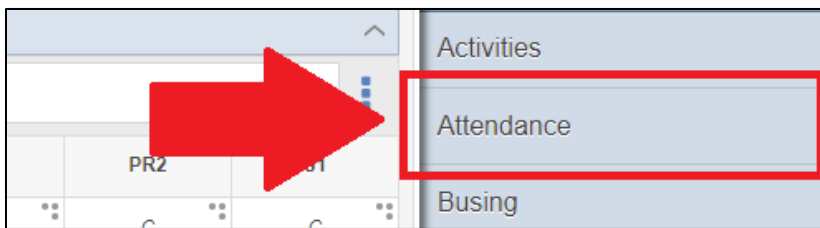
1. Log into [Skyward Mobile Access](#).
2. Select the applicable student.



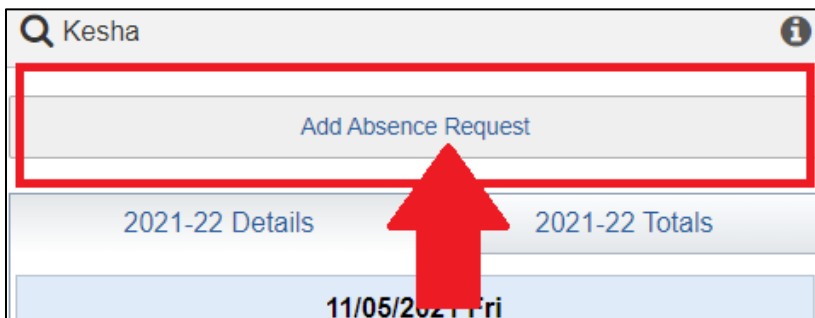
3. At the top right, click the menu  button.



4. From the menu on the right, click **Attendance**.



5. Toward the top of the screen, click **Add Absence Requests**.



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

<i>Field</i>	<i>Guidance</i>
Start Date	Select the first day of the absence.
End Date	Select the last day of the absence.
All Day	If the student was absence 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.

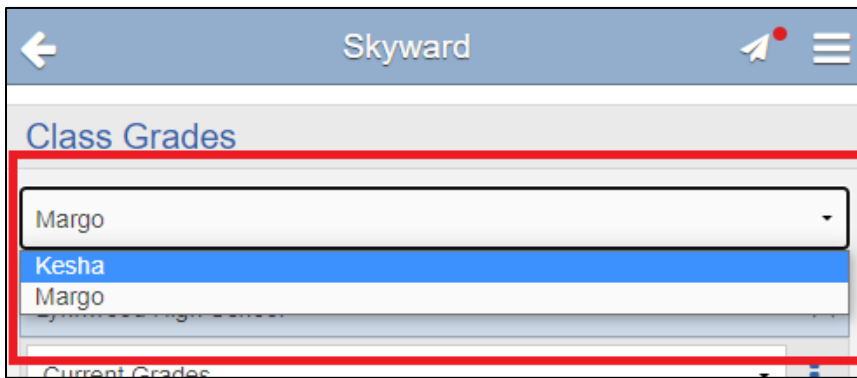
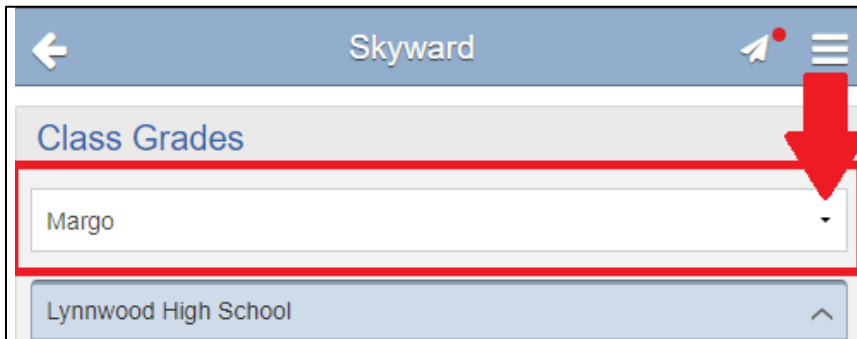
The absence request has now been submitted to your student's school for review. You will receive an email notification confirming your request has been recorded. The absence entry will appear on your student's attendance list immediately under the status of "**Pending Request**."

Editing and Deleting an Absence Request

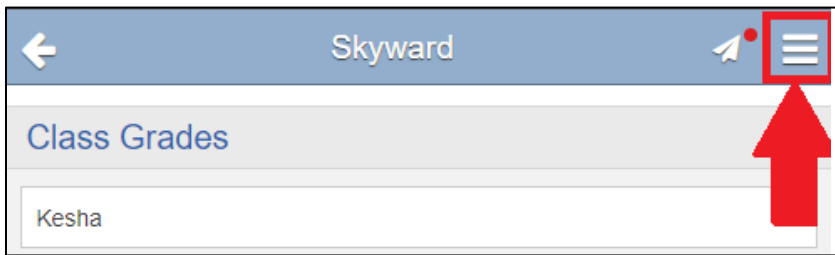
You can modify a pending absence request. For example, your student may recover quickly and return to school sooner than expected. If the request has already been approved, contact your student's school to have the absence adjusted.

To edit an absence request,

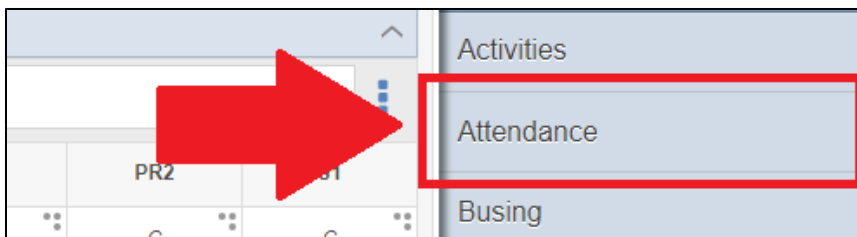
1. Log into [Skyward Mobile Access](#).
2. Select the applicable student.



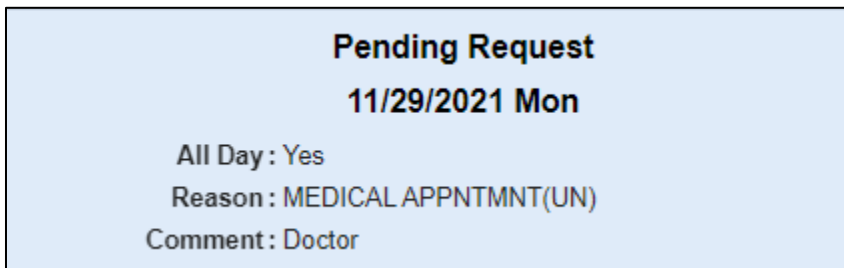
3. At the top right, click the menu  button.



4. From the menu on the right, click **Attendance**.

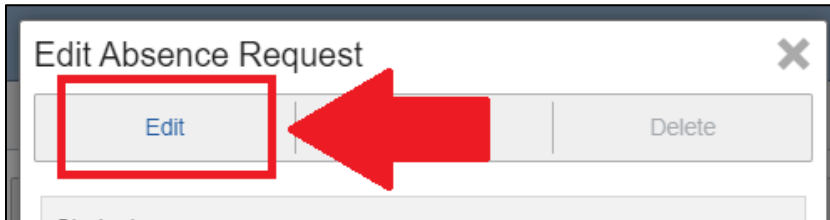


5. Locate and double click on the desired Pending Request.



If the request has been approved, then contact your student's school to adjust this absence record.

6. On the left of the pop-up menu, click **Edit**.



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

<i>Field</i>	<i>Guidance</i>
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.

If you want to delete an absence, click **Delete**.

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.