

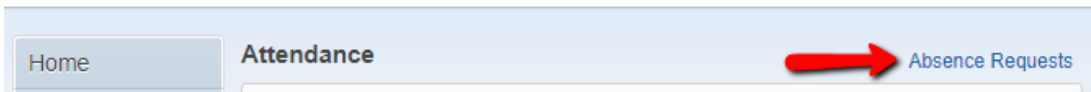
Absence Requests in Family Access

The Attendance tab in Skyward Family Access allows you to view your child's tardies and absences. In addition, the option to enter an absence to the school using the link "Enter Absent Request" is available at the top of the Attendance screen. Absence Requests can be used in multiple ways:

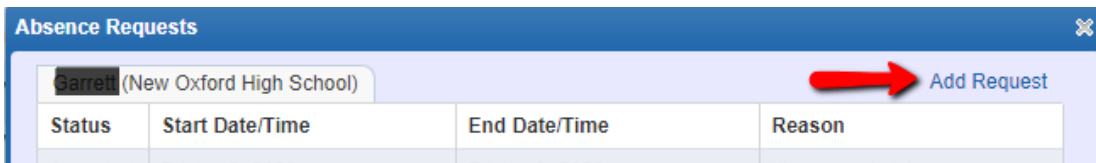
- A **handwritten note** is required for early dismissals.
- An absence can be entered PRIOR to the day of absence to notify the school that your child will be absent for a particular day (i.e.; college visit, an all-day appointment, etc.).
- An absence can be entered before the start of the school day if your child is sick.
- An absence can also be entered AFTER the absence occurs to be used in lieu of a hand-written excuse. **Excuses should be submitted to your child's school within five (5) days of the absence.**

To enter an absence for your child:

1. Log into Family Access
2. Select the "Attendance" tab
3. Select the "Absence Requests" link at the top of the page

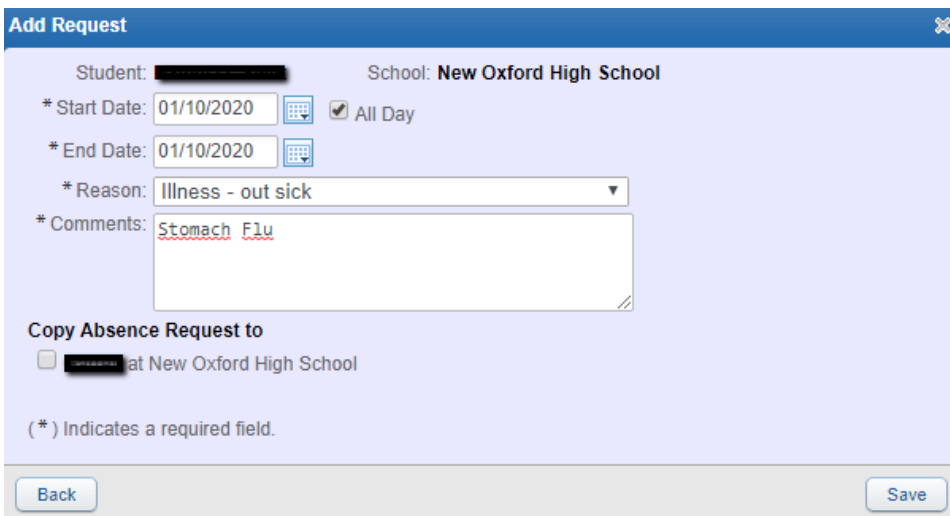


4. Select the "Add Request" link



5. Complete the necessary information for your child's absence/excuse

Example #1 (All Day Absence)

A screenshot of the "Add Request" form in Skyward Family Access. The form title is "Add Request". At the top, there are fields for "Student:" and "School: New Oxford High School". Below these, there are fields for "* Start Date:" (01/10/2020) and "* End Date:" (01/10/2020). There is a checkbox labeled "All Day" which is checked. Below the date fields, there is a dropdown menu for "* Reason:" with the selected option "Illness - out sick". Below the reason dropdown, there is a text area for "* Comments:" containing the text "Stomach Flu". At the bottom of the form, there is a section titled "Copy Absence Request to" with a checkbox and the text "at New Oxford High School". At the very bottom of the form, there are two buttons: "Back" and "Save". A note at the bottom left states "(*) Indicates a required field."

Example #2 (Partial Day Absence)

Uncheck “All Day” to enter times This option can only be used when entering an excuse for an absence. We still require a handwritten note for early dismissals.

6. Once an absence is entered, click on “Absence Requests” link and you will see the following screen:

	Status	Start Date/Time	End Date/Time	Reason
Edit Delete	Pending	Thu Jan 9, 2020	Thu Jan 9, 2020	Ill in the morning
Comment: sinus and cough				

Absence is “pending” until the office approves the absence

7. Once the absence is completed in the school office, click on “Absence Requests” link and you will see the following screen:

Status	Start Date/Time	End Date/Time	Reason
Accepted	Wed Dec 4, 2019 8:50am	Wed Dec 4, 2019 10:00am	Medical Appt/counseling
Comment: Dentist appt			
Accepted	Mon Sep 16, 2019 1:00pm	Mon Sep 16, 2019 6:00pm	Other
Comment: test			
Denied	Tue Aug 13, 2019 6:00am	Tue Aug 13, 2019 6:00pm	Illness - out sick
Comment: Stomach Flu			
School Comment: Please prove documentation			
Accepted	Tue Aug 13, 2019	Tue Aug 13, 2019	Illness - out sick
Comment: Stomach Flu			

“Pending” is changed to “Accepted” or “Denied” once the office processes the absence

8. The screen will appear as follows from the Attendance tab:

Date	Attendance	Period	Class
Fri Nov 22, 2019	Absent Unexcused (No Note)	1	Homeroom
Thu Nov 21, 2019	Absent Excused (Illness - out sick)	1	Homeroom
Mon Nov 18, 2019	Absent Excused (Med Appt-Dr.Note Received)	1	Homeroom