Submitting an Absence Online through Skyward Family Access

Parents/Guardians may submit an absence request for your student online through Skyward. This is the recommended way to alert Fishers High School of an absence. If you prefer to not use the online method, you may leave a message on the automated attendance line at 317-915-4295.

After logging into your Skyward Family Access account using your parent account, you will see a screen that will look similar to the one below. From here, click the **Attendance** option on the left. If you use your Skyward App on your phone, it will look different. This option to complete an absence request is not available through your student's Skyward account.

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Fan	ily Access	My Account Exit
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Attendance 🦉		
Student Info		
Portfolio/Report		
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Skylert		

Another screen similar to the one below will be displayed. This screen shows attendance for your student. To submit an absence for your student, click the "**Enter Absence Request**" link on the right-hand corner of the screen.

Fa	My Account Exit				
SKYWARD' A	11 Students 💌			Links	
Home	Attendance			Enter Absent Request	
Attendance	Today's Attendance: N	1			
Student Info	No Absences or Tardie				
Portfolio/Report Cards	Breton (Breton Downs)				
	Date	Attendance	Period	Class	
Skylert	No Absences or Tardies were found.				
Login History	Lakeside (Lakeside)				
	Date	Attendance	Period	Clars	
	No Absences or Tardies	s were found.			

That link will open the following window. Click "Add Request" to submit an absence.

Absent Requests	×
Breton (Breton Downs)	Add Request
No Absent Notifications Exist.	
Lakeside (Lakeside)	Add Request
No Absent Notifications Exist.	

Enter the **start and end date** for the absence. Use the same date for both values if the absence is one day or part of a day. If the absence is all day, leave the **default start and end times as is**.

Add Request			×
Student	Breton ZZExample		
School:	Breton Downs	v	
* Start Date:	04/19/2015	* Time: 6:00 AM	1214
* End Date:	04/19/2015	* Time: 6:00 PM	115
Reason;			•
Comments:	`		
		ſ	:
(*) Indicates	a required field.		
Back			Save

Use the "**Reason**" drop down menu and **comments** box to explain the absence. If there is not an adequate reason, please select "Arr By Parents" and then use the comment box to explain. Once you are finished, click **Save**. You will receive a confirmation email shortly after clicking **Save**.

If your student is ill, please enter a comment describing the illness. This data helps the school determine if a particular illness is predominant in a school.

If an **extended absence** will span over the weekend (Friday though Monday), two separate absences will need to be entered.

To cancel a pending absence if your student will not be absent: Click the Enter Absence Request button to see the pending absence for your student that has yet to be processed. Use the delete button to the left of the listed absence. If the absence request has already been processed, feel free to email <u>FHSAttendanceStaff@hse.k12.in.us</u> or call the attendance line at 317-915-4295 to remove the approved absence.