

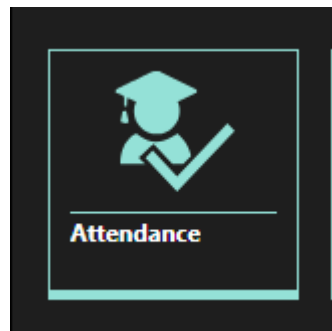
## Parent Instructions for Entering an Absence Request in Family Access

You can add absence requests for your child or children to indicate a day or range of days your students will not be in school. This is helpful so you can add absence requests for your children via *Family Access* instead of being required to call the school to enter an absence request on your behalf. For example, if your child will be out sick for the day, or if your child will be gone due to a family vacation, you can enter an absence request to indicate these details.

If you would like to watch a video tutorial, go to...

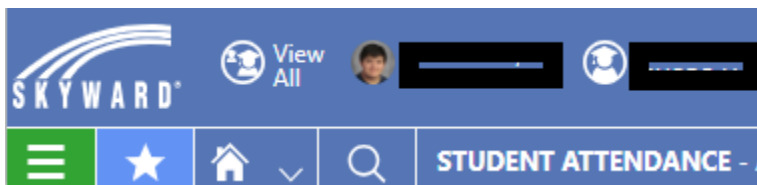
<https://youtu.be/gEULcEge6P8>

**Sign in to the software using your assigned username and password.**



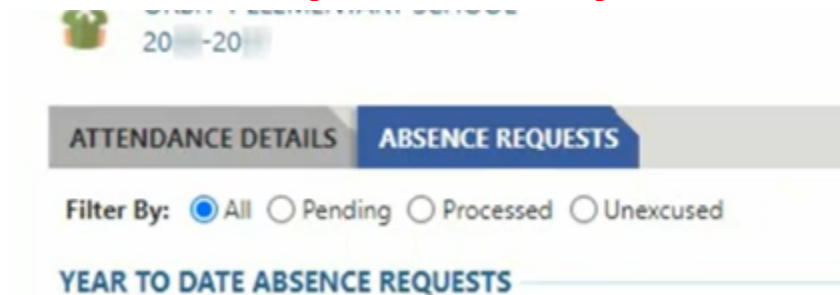
**Select the Attendance tile.**

You can select a tile under a specific child's name or under the *View All Students* heading. If you wish to view a different child's information, you can do so by selecting that child's name at the top left of the screen.

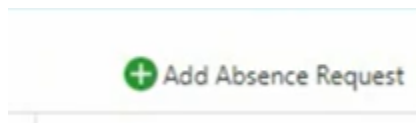


Alternatively, you can navigate to **☰** > Family Access > Attendance, and then select Current Attendance under *Features*.

Select the **Absence Requests** tab near the top left of the screen.



Under the *Year to Date Absence Requests* heading, click **Add Absence Request** near the right of the screen.



**Complete the appropriate fields.**

Required fields are identified with an asterisk. You must complete required fields before you can save your work.

## Add Absence Request

Enter Absence Request Details

 Save  Cancel



Student  
Ives, Jane

Indicators

Student Number  
290000002

Grad Year  
20

Grade  
05

Calendar  
Reg

### ABSENCE REQUEST DETAILS

\*Start Date 09/10/20 Friday 

\*End Date 09/10/20 Friday 

All Day

Attendance Reason

Comment

Copy Absence Request to  Select  
 Sarah Abbott at Orbit North High School  
 Michelle Ives at Orbit North High School


**Verify the Start Date or enter the correct date if necessary.**


This defaults to the current date, but can be modified as needed.

**Verify the End Date or enter the correct date if necessary.**

This defaults to the current date, but can be modified as needed.

## ABSENCE REQUEST DETAILS

\*Start Date  

\*End Date  

All Day

Attendance Reason

Comment

Copy Absence Request to  Select

Sarah Abbott at Orbit North High School

Michelle Ives at Orbit North High School

**Uncheck the box for All Day if appropriate.**



Enter the Start Time or click the  icon to enter the current time.




Enter the End Time or click the  icon to enter the current time.

**Enter an Attendance Reason or click the  icon to choose from the drop-down list.**

This field only displays if Attendance Reason codes have been selected administratively. If an attendance reason needs to be added, contact Suzanne Hartmann or Lewisa Kerber.

Attendance Reason

Comment  View: Skyward Default  Filter: Skyward Default

	Attendance Reason Code	Attendance Reason Description
	 Select	FE Family Emergency
	 Select	ILL Illness

y Absence Request to

**Enter a Comment if appropriate**

For example, if you wish to indicate that this request is due to vacation, you could enter Family Vacation.

Comment

Check the Copy Absence Request to box for each child who should also have the absence request added.



Copy Absence Request to  Select

Sarah Abbott at Orbit North High School


Michelle Ives at Orbit North High School

Click  near the top left of the screen to save your work.

**Add Absence Request**  
Enter Absence Request Details

 Save  Cancel



This is what you should see if you have successfully entered the absence request.

 **IVES, JANE**  
ORBIT 1 ELEMENTARY SCHOOL  
20--20

ATTENDANCE DETAILS **ABSENCE REQUESTS**

Filter By:  All  Pending  Processed  Unexcused

YEAR TO DATE ABSENCE REQUESTS

	↑2 Status	↓1 Start Date	End Date	All Day	Start Time	End Time	Attendance Reason	Guardian Comment
 	Pending	09/10/20	09/10/20	<input checked="" type="checkbox"/>			Illness	Jane has a temperature of 101.