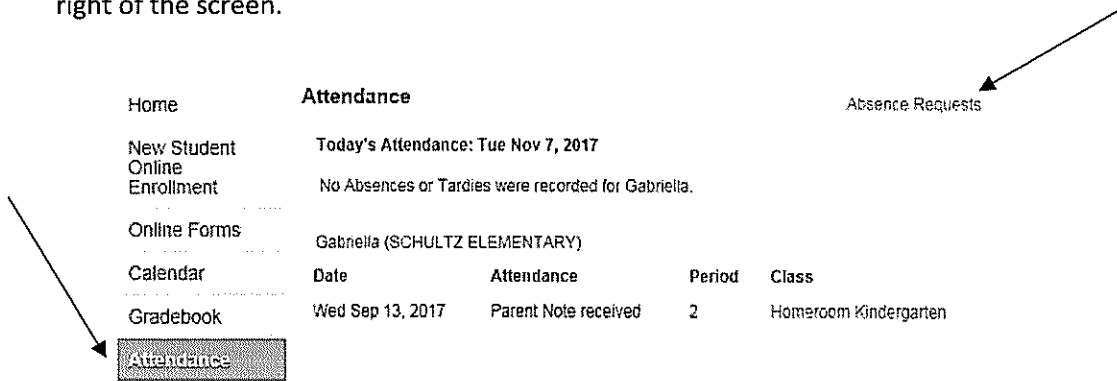


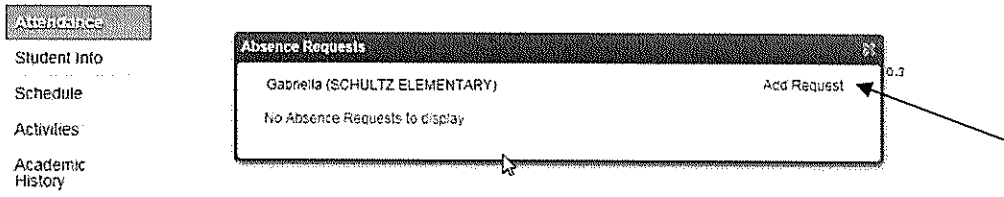
Report an Absence Through Skyward Family Access:

Parent Steps

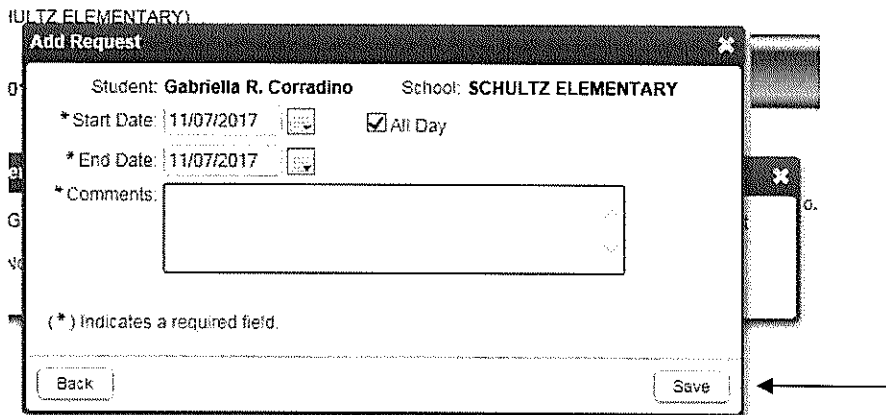
1. Once logged in to Skyward, click on "Attendance" and click on "Absence Request" at the top right of the screen.



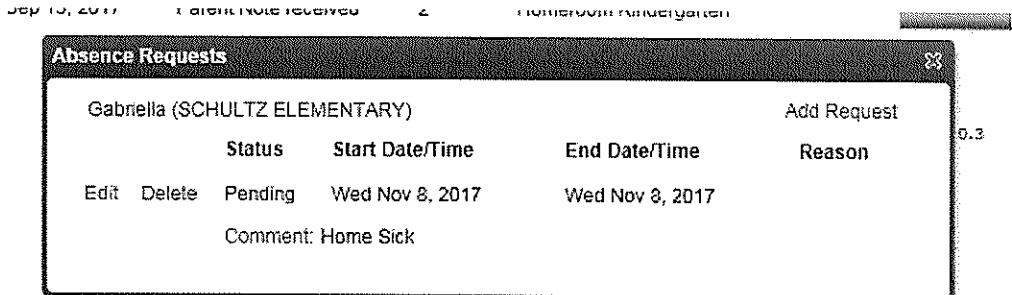
2. A small dialogue box will appear showing request history. In order to add an absence, click "Add Request"



3. A new dialogue box will open where information about the absence can be entered. The calendar will let parents choose dates in the past/future as well as selected whole day or partial day absences. A comment box also allows the parent to describe the nature of the absence. All fields are required

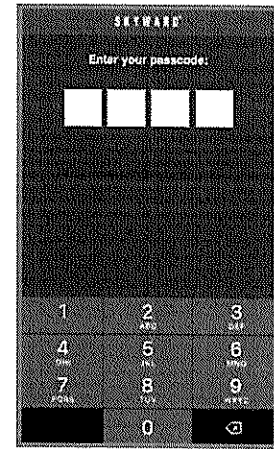
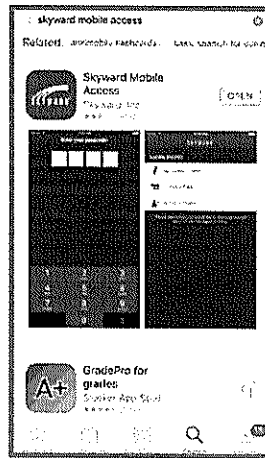


4. Once the parent clicks "Save" the entry is then sent to the campus attendance office for review and approval. The parent will be able to check the status of the request to see the final outcome.

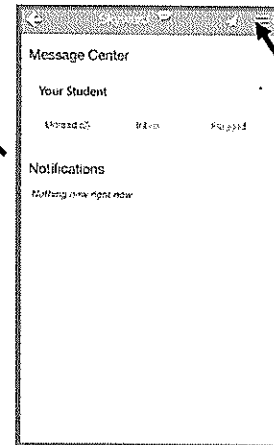
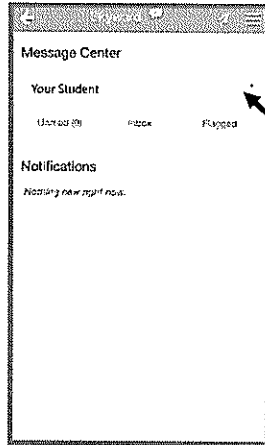


Instructions for Submitting an Absence through the Skyward App

1. Download the Skyward APP and enter your username and password. You will then be prompted to enter a 4-digit passcode. For future logins, you will only need to enter your passcode.

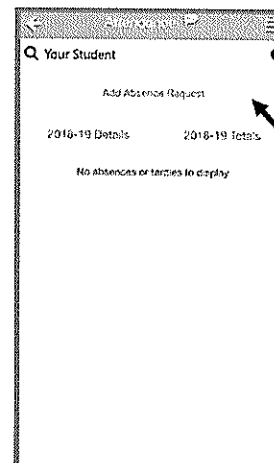
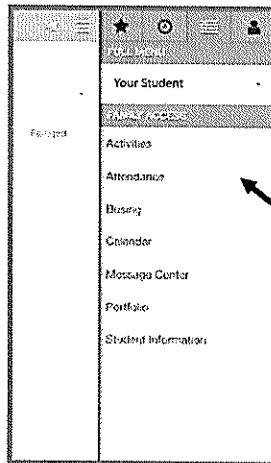


2. If you have more than one student, select the student you wish you add an absence request for. Next, click the 3 lines in the upper right hand corner.



3. Click Attendance.

Then, click "Add Absence Request"



4. Enter the Dates for the Absence. Add a comment, ie: "Student is ill, will return when fever free". If multiple students will be absent, you can click "Copy Absence Request to" to send to an additional campus. Click Submit to send your request to the campus. You will receive an email back stating that your request has been approved.

