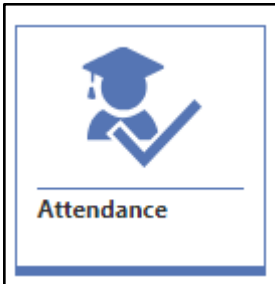


# Reporting an Absence from Your Computer

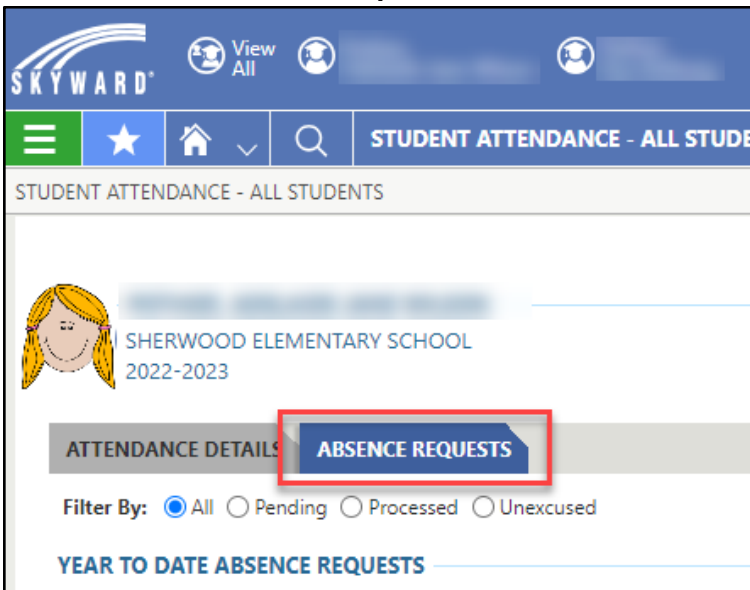
As a parent or guardian, you can report your student absent via Skyward Family Access. This request will be seen by your student's school office. Please allow time for processing. If you are picking up your student early, please follow any additional instructions from your student's school with regards to communication and safety.

To report your student as absent:

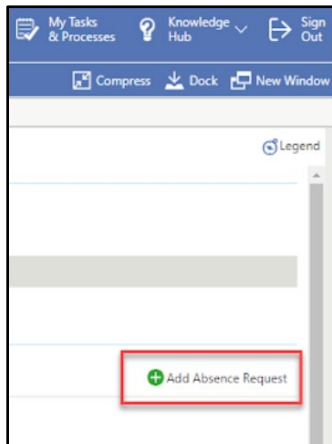
1. From your computer, sign in to Skyward Qmlativ (<https://www.q.wa-k12.net/edmondSTS#All>).
2. Select the tile, **Attendance**.



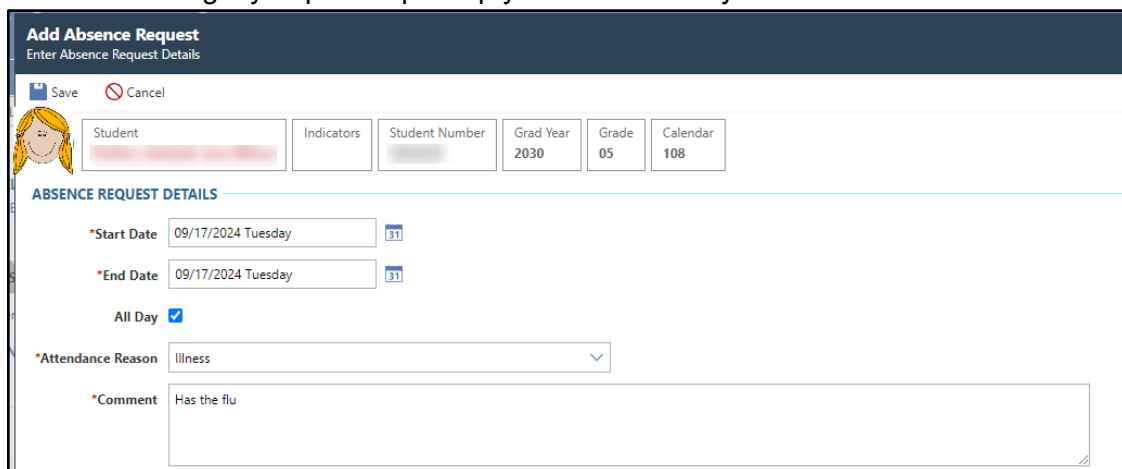
3. Select the tab, **Absence Requests**.



4. Near the right of the screen, click **Add Absence Request**.



5. Do the following:
  - a. In the **Start Date** box, select the first day of student's absence
  - b. In the **End Date** box, select the last day of student's absence
  - c. If your student will be absent for the entire school day, select **All Day**.
  - d. If your student will be absent for a partial day, unselect **All Day**, and select a **Start Time** and an **End Time**.
  - e. From the **Attendance Reason** list, select the reason that best categorizes your student's absence.
  - f. In the **Comment** box, type additional information regarding your student's absence, including if you plan to pick up your student early.



A screenshot of the 'Add Absence Request' form. The title bar says 'Add Absence Request' and 'Enter Absence Request Details'. There are 'Save' and 'Cancel' buttons. Below is a student profile section with a photo and fields for Student, Indicators, Student Number, Grad Year (2030), Grade (05), and Calendar (108). The 'ABSENCE REQUEST DETAILS' section includes:
 

- \*Start Date: 09/17/2024 Tuesday (with a calendar icon)
- \*End Date: 09/17/2024 Tuesday (with a calendar icon)
- All Day:
- \*Attendance Reason: Illness (dropdown menu)
- \*Comment: Has the flu (text area)

6. Select **Save** to submit your request to the school's office for processing.