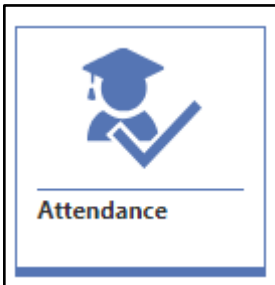


# Reporting an Absence from Your Mobile Device

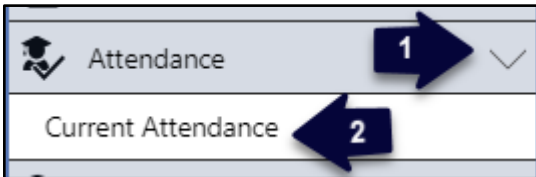
As a parent or guardian, you can report your student absent via the Skyward Mobile Access app. This request will be seen by your student's school office. Please allow time for processing. If you are picking up your student early, please follow any additional instructions from your student's school with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

To report your student as absent:

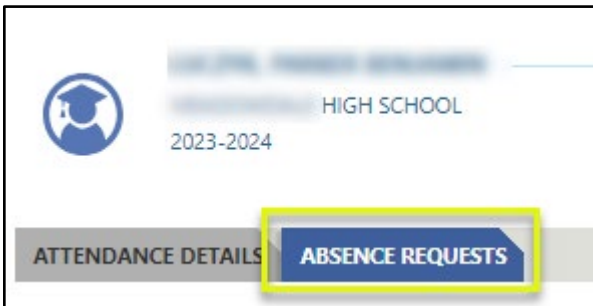
1. Open Skyward Mobile Access app on your mobile device.
2. Select the tile, **Attendance**.



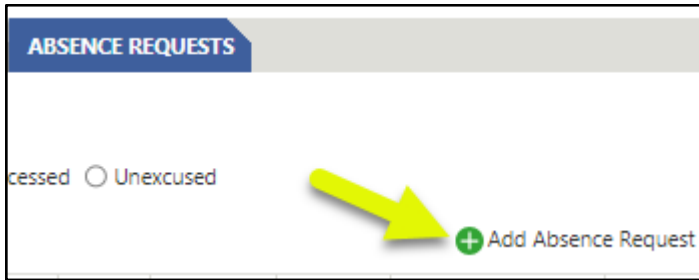
Or, select **Attendance**, and then select **Current Attendance**.



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

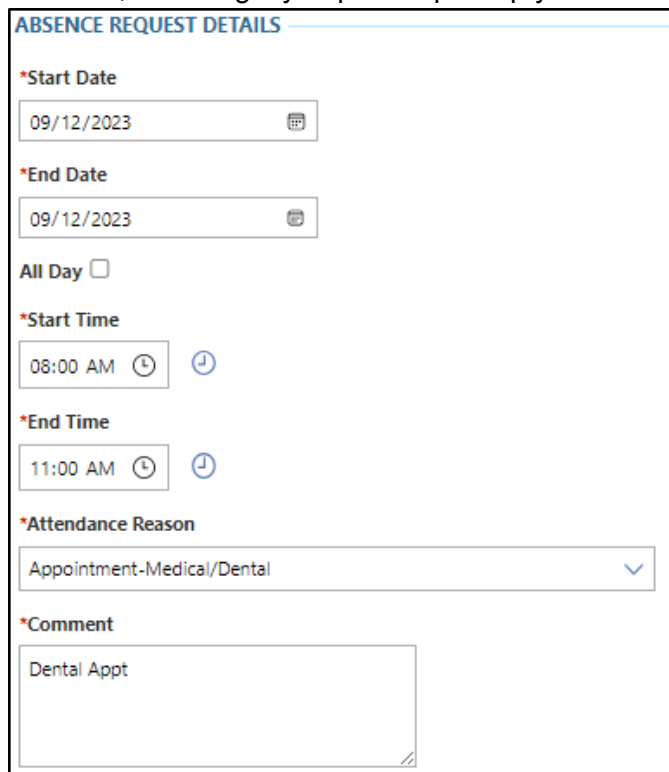


4. Select **Add Absence Request**.



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, check **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, please type additional information regarding your student's absence, including if you plan to pick up your student early.

A screenshot of a web form titled "ABSENCE REQUEST DETAILS". The form contains several fields:

- \*Start Date**: A date picker showing "09/12/2023".
- \*End Date**: A date picker showing "09/12/2023".
- All Day**: An unchecked checkbox.
- \*Start Time**: A time picker showing "08:00 AM".
- \*End Time**: A time picker showing "11:00 AM".
- \*Attendance Reason**: A dropdown menu with "Appointment-Medical/Dental" selected.
- \*Comment**: A text area containing the text "Dental Appt".

6. If you have two or more students in the school district, you will see an option to copy your request to your other students.


Copy Absence Request to

Select

\_\_\_\_\_ at \_\_\_\_\_ High School

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

**Add Absence Request**  
Enter Absence Request Details

 Student  
\_\_\_\_\_

**ABSENCE REQUEST DETAILS** –