

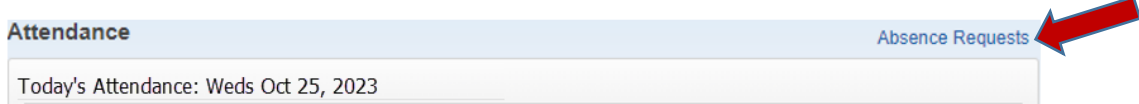
Online Absence Reporting for Families

NEW Attendance Reporting Option

You now have the option to report attendance for your student online. Simply log into your Skyward Family Access account and submit an absence request. The attendance line is also still available to leave messages 24/7.

Once you log into your Family Access account, follow these simple instructions:

1. On the left side of your screen choose ATTENDANCE.
2. You should then see this header. Select the **Absence Requests** option on the right side.





3. On the next screen's header, select the **Add Request** option on the right side.




4. This will bring up the following box:


A screenshot of the "Add Request" form. At the top, it shows "Student: Bruno" and "School: ABC Elementary". Below this are fields for "* Start Date:" (10/25/2023) and "* End Date:" (10/25/2023), both with calendar icons. A checkbox labeled "All Day" is checked. There is a dropdown arrow on the "Reason:" field and a text area for "Comments:". On the right side, there is an "All Day" checkbox, "Start Time:" (8:00 AM) and "End Time:" (9:00 AM) fields, each with a clock icon. At the bottom, there are "Back" and "Save" buttons. Red arrows point to the date fields, a blue arrow points to the Reason dropdown, a green arrow points to the Comments box, and an orange arrow points to the Save button. A text box on the right contains instructions: "If the absence is not a full day, uncheck the All Day box and enter the projected Start and End time of the Absence."

 **NOTE:** The date will default to today's date. If you are entering an absence for the future, please make sure to change to the correct date.

 Use the drop-down arrow on the **Reason** line to select the reason for the absence.

 In the **Comments** box please use this space to give us more information about the absence.

Examples: doctor's appointment; student has a fever (or other symptoms); family emergency; out of town; arriving late morning, etc.

 Click the **Save** button.

Online Absence Reporting for Families

If you have more than one student, you can check the box below to create an absence request for your other student as well:

Student: Bruno School: ABC Elementary

* Start Date: 10/25/2023 All Day

* End Date: 10/25/2023

* Reason:

* Comments:

Copy Absence Request to

Nicky at ABC Elementary

[Back](#) [Save](#)