

SKYWARD MOBILE APP: ONLINE ABSENCE REPORTING

NEW Attendance Reporting Option

You now have the option to report attendance for your student online. These instructions will walk you through:

- a) downloading the Skyward Family Access Mobile App, and
- b) reporting an absence online for your student(s).

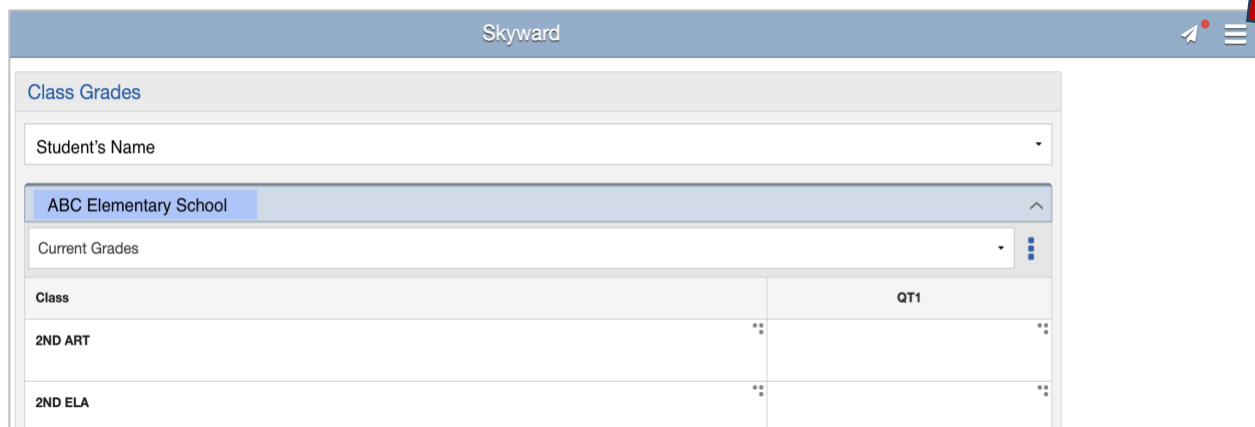
To Download the Skyward Family Access Mobile App:

1. Go to Google Play, the App Store or wherever you go to download new apps to your phone.
2. Search for “Skyward Family Access Mobile App” (Android) or “Skyward Mobile Access” (iPhone); click **Install**.
3. On the next screen, create a 4-digit passcode.
4. On the first **Getting Started: Locate Organization** screen, enter Shawnee Mission USD 512.
5. On the next screen **Getting Started** screen,
 - a. enter your Skyward login and your password.
 - b. the account description populates by default; you can change it.
6. Choose to **Allow** or **Not Allow Notifications**.
7. Choose **Continue in App**.
8. You can choose to **Take the Tour** or not.

Click [HERE](#) for more detailed instructions if needed.

To Report Your Student’s Absence Online:

On the Home page, click on the “stack of pancakes.”

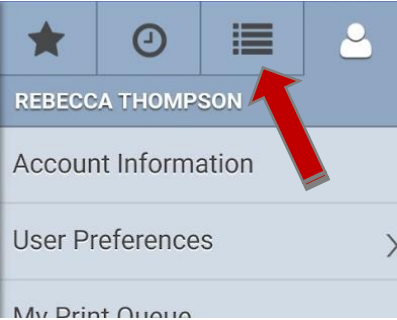


The screenshot shows the Skyward mobile app interface. At the top, there is a blue header with the word "Skyward" and a red arrow pointing to a "stack of pancakes" icon. Below the header, there is a section titled "Class Grades" with a search bar for "Student's Name". Below the search bar, there is a dropdown menu for "Current Grades" showing "ABC Elementary School". Below that, there is a table with columns for "Class" and "QT1". The table has two rows: "2ND ART" and "2ND ELA".

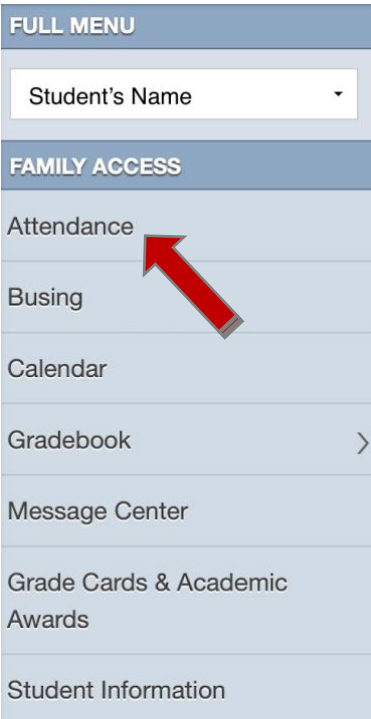
Class	QT1
2ND ART	
2ND ELA	

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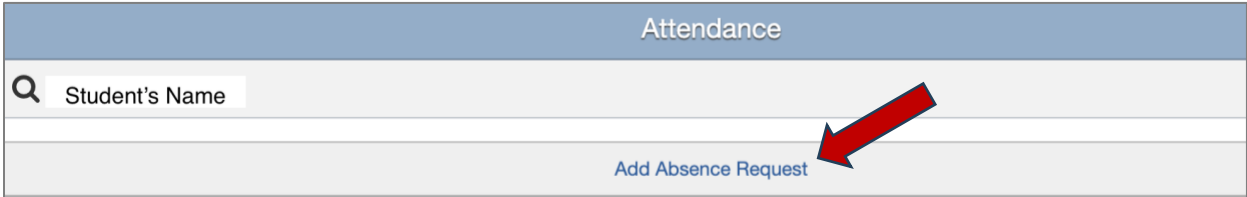
If necessary, click the “stack of pancakes”... on the Profile screen...



...then choose **Attendance** from the Full Menu.



On the next screen, click **Add Absence Request**.









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On the next screen, fill in the following details:

The screenshot shows a form for reporting an absence. At the top right is a 'Submit' button with a red arrow pointing to it. Below it is a 'Student's Name' field. The 'School' dropdown menu is set to 'ABC Elementary School'. The 'Start Date' and 'End Date' are both set to '09/25/2023', with green arrows pointing to the date pickers. A yellow starburst contains a note: '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.' Below the dates is an 'All Day' toggle switch with a purple arrow pointing to it. The 'Start Time' is '08:00 AM' and the 'End Time' is '09:00 AM', with orange arrows pointing to the time pickers. The 'Reason' dropdown menu is set to 'Dr. appointment' with a blue arrow pointing to the dropdown arrow. The 'Comment' text area contains 'Wellness Checkup' with a blue arrow pointing to it.

This section is titled 'Copy Absence Request to'. It shows 'ABC Elementary School' selected for the school, a blank field for 'Sibling's Name', and 'Dr. appointment' selected for the 'Reason'. A black arrow points to a green toggle switch on the right side of the section.

-  Slide this bar if this is an all-day absence.
-  Enter the projected start and end time of the absence
-  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.
-  Slide this bar to copy this request to your other students.
-  Click **Submit** when done.

