



PARENT ACCESS TO REPORT STUDENT ATTENDANCE

Did you forget to call, or send a note? No worries as you can now enter your child's attendance directly into Skyward.

Directions:

- 🔹 Log in to Family Access
- 🔹 Click on Attendance (on left-hand side)
- 🔹 Click on Absence Requests (middle/top)
- 🔹 Click on Add Request next to the correct student
- 🔹 Enter Start & Stop Date
- 🔹 If all day, make sure checkbox is selected. If not all day, uncheck the box and enter the start/stop time
- 🔹 Select a Reason from the drop-down arrow
- 🔹 Enter comments if applicable
- 🔹 You have the option to copy the absence request to your other students
- 🔹 Click on Save