

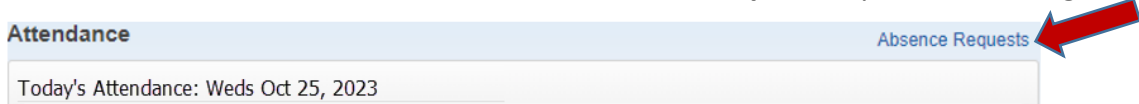
Online Absence Reporting for Families

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. The form has a blue header with the title "Add Request" and a close button. Below the header, it shows "Student: Bruno" and "School: ABC Elementary". There are two red arrows pointing to the "Start Date" and "End Date" fields, both set to "10/25/2023". A blue arrow points to the "All Day" checkbox, which is checked. A blue arrow points to the "Reason" dropdown menu. A green arrow points to the "Comments" text area. An orange arrow points to the "Save" button. To the right of the form, there is a text box with 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." Below this text box, there are fields for "All Day" (unchecked), "Start Time: 8:00 AM", and "End Time: 9:00 AM".

 **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

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