

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).

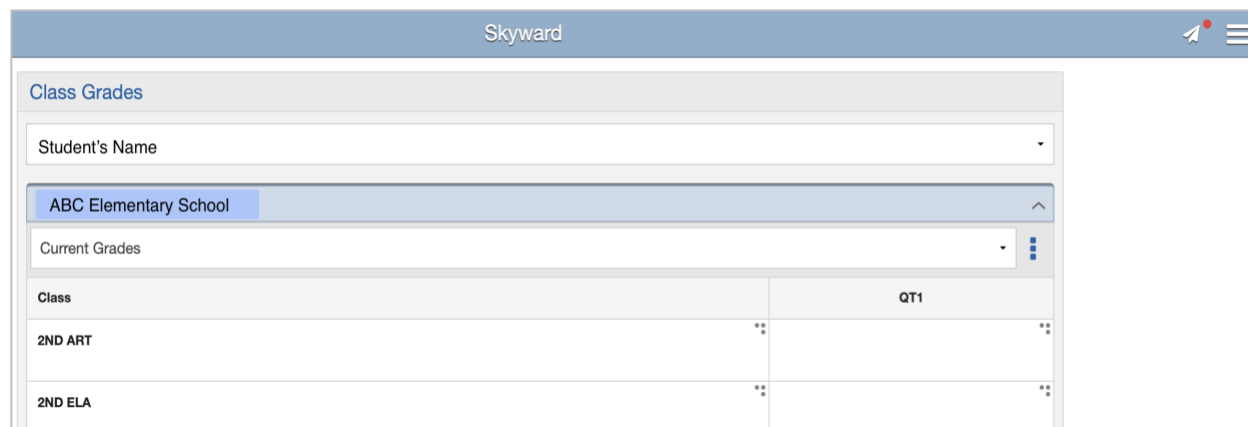
To Download the Skyward Family Access Mobile App:

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:

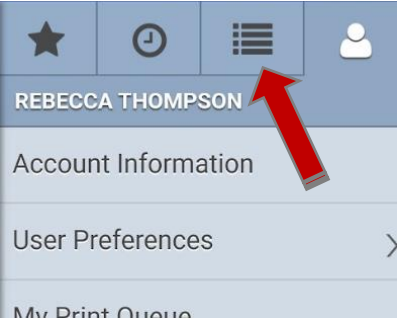
On the Home page, click on the “stack of pancakes.”



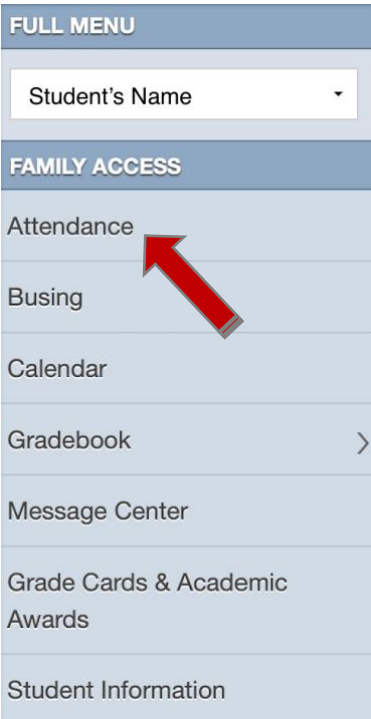
Class	QT1
2ND ART	
2ND ELA	

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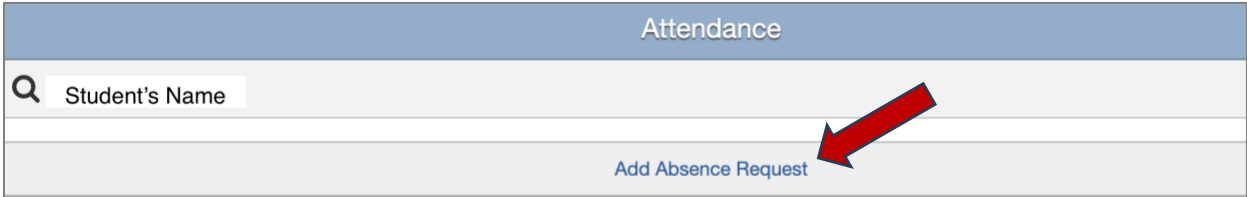
If necessary, click the “stack of pancakes”... on the Profile screen...



...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 with the following fields and annotations:

- Submit:** A blue button at the top right with a red arrow pointing to it.
- Student's Name:** A greyed-out field.
- School:** A dropdown menu showing "ABC Elementary School".
- Start Date:** A date picker showing "09/25/2023" with a green arrow pointing to it.
- End Date:** A date picker showing "09/25/2023" with a green arrow pointing to it.
- NOTE:** A yellow starburst containing the text: "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." A purple arrow points to the "All Day" toggle.
- All Day:** A toggle switch currently turned off.
- Start Time:** A time picker showing "08:00 AM" with an orange arrow pointing to it.
- End Time:** A time picker showing "09:00 AM" with an orange arrow pointing to it.
- Reason:** A dropdown menu showing "Dr. appointment" with a blue arrow pointing to the dropdown arrow.
- Comment:** A text box containing "Wellness Checkup" with a blue arrow pointing to it.

The screenshot shows the "Copy Absence Request to" section with the following fields and annotations:

- Copy Absence Request to:** A header for the section.
- ABC Elementary School:** A greyed-out field.
- Sibling's Name:** A greyed-out field.
- Reason:** A dropdown menu showing "Dr. appointment" with a black arrow pointing to a green toggle switch on the right.

-  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.

