



Reporting Student Absences

Skyward Family Access

Logging In

- Login to [Skyward Family Access](#).

Submitting an Absence Request

- Click on the **Attendance** button on the left side of the screen.
- Select **Absence Request** in the upper right corner.
- In the pop-up box, click on **Add Request**.

The screenshot shows the Skyward Family Access interface. On the left sidebar, the 'Attendance' button is highlighted. The main content area shows the 'Attendance' section with a sub-tab for 'Absence Requests'. A table displays attendance records for Child 1 (EVERGREEN ELEMENTARY SCHOOL) for the dates Feb 8, 9, and 10, 2023. The table has columns for Date, Attendance, Period, and Class. The attendance records are: Fri Feb 10, 2023 (EXCUSED (ILLNESS/SICK), 1-8, FOURTH GRADE), Thu Feb 9, 2023 (EXCUSED (ILLNESS/SICK), 1-8, FOURTH GRADE), and Wed Feb 8, 2023 (ALWAYS EXCUSED (FIELD TRIP), 1-4, FOURTH GRADE). A bar chart on the right shows Term 3 Day Totals for Absent (0.5), Excused (0.5), and Tardy (0.0).

Viewing Siblings

- All siblings, regardless of which school they attend, will appear on the Absence Request List. For example, if you have children at EG and FR, you can add requests for all of them simultaneously.

The screenshot shows the 'Absence Requests' pop-up box. It displays a table with columns for Status, Start Date/Time, End Date/Time, and Reason. The first row shows a Pending request for Child 1 (EVERGREEN ELEMENTARY SCHOOL) for the date Tue Jan 31, 2023, with the reason ILLNESS/SICK. The second row shows a Pending request for Child 2 (EVERGREEN ELEMENTARY SCHOOL) for the date Tue Jan 31, 2023, with the reason ILLNESS/SICK. The third row shows a Pending request for Child 3 (FOX RIVER MIDDLE SCHOOL) for the date Tue Jan 31, 2023, with the reason ILLNESS/SICK.

Selecting Absence Dates & Reason Codes

- Select the days you wish to excuse your child(ren)
- Choose a reason for the absence by clicking the dropdown menu. The available options are:
 - **01:** Illness/Sick
 - **02:** Medical Appointment/No Excuse
 - **03:** Excused Per Parent
- Add any necessary comments (optional)
- Click Save

The screenshot shows a web form titled "Add Request" with a blue header bar. The form is set for "Student: [redacted]" and "School: EVERGREEN ELEMENTARY SCHOOL". It includes fields for "* Start Date: 01/31/2023" and "* End Date: 01/31/2023", both with calendar icons. A checkbox labeled "All Day" is checked. The "* Reason:" dropdown menu is set to "ILLNESS/SICK". A "Comments:" text area contains the word "Test". Below this is a section "Copy Absence Request to" with a checkbox and the text "[redacted] at EVERGREEN ELEMENTARY SCHOOL". A note at the bottom states "(*) Indicates a required field." At the bottom of the form are "Back" and "Save" buttons.

Important Note

- You **cannot** upload documents such as medical excuses. Please continue to submit medical notes directly to your building secretary.

Confirmation

- Once your absence request is recorded, you will receive an email confirming your submission.
- You **Do Not** need to call the school office.

The screenshot shows an email confirmation message. The "SUBJECT" line is followed by "Absence Notification Request added for Child XX". The "MESSAGE" section contains the text: "An Absence Notification Request has been submitted for Child XX by Parent XX 03/14/2023." Below this, it specifies the absence dates: "Absent from: 03/16/2023 at 9:30 AM to: 03/17/2023 at 9:30 AM". The reason for absence is listed as "Reason for Absence: Medical" with an "Additional Comment: Doctors appointment out of town."