

How To Enter An Absence Request In Family Access

Log in to Family Access.



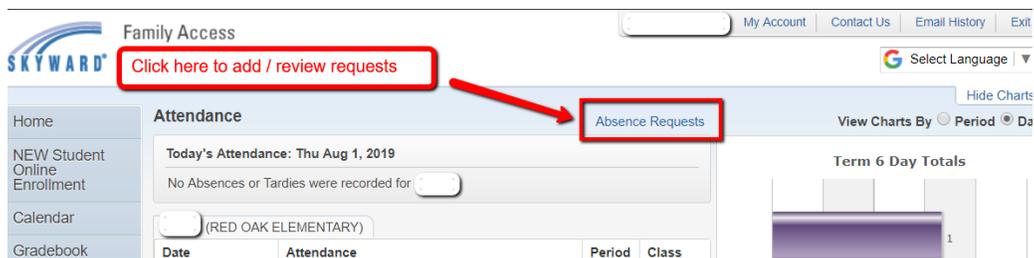
The login page for Skyward Red Oak ISD. It features the Skyward logo at the top, followed by the text "Red Oak ISD". Below this are two input fields for "Login ID:" and "Password:", both highlighted in green. A "Sign In" button is positioned below the password field. A link for "Forgot your Login/Password?" is located below the sign-in button. The version number "05.19.06.00.03" is displayed in the bottom right corner. At the bottom, there is a "Login Area:" dropdown menu currently set to "Family/Student Access".

From the menu on the left, select 'Attendance.'



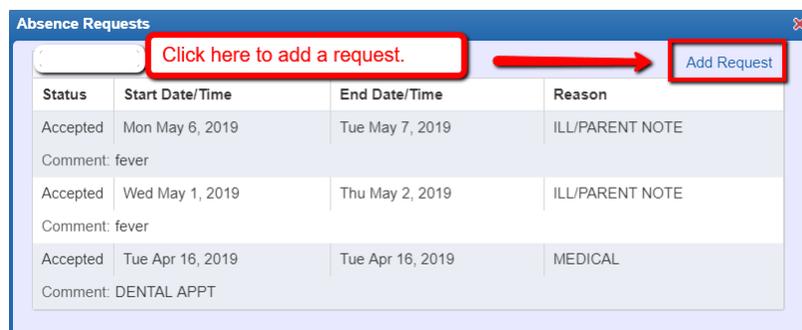
The Family Access dashboard interface. On the left side, there is a vertical navigation menu with items: Home, NEW Student Online Enrollment, Calendar, Gradebook, Attendance, and Student Info. The "Attendance" item is highlighted with a red box, and a red arrow points from it towards the main content area. The main content area displays a "ROE News for May 24" section with a message from Megan Combs, Principal, dated Thu May 23, 2019 6:55pm. A red box labeled "Click 'Attendance'" is positioned over the message, with an arrow pointing to the "Attendance" menu item.

Click on 'Absence Requests' to review past requests or submit a new request.



The "Attendance" page in Family Access. It shows "Today's Attendance: Thu Aug 1, 2019" and "No Absences or Tardies were recorded for". Below this is a dropdown menu for "(RED OAK ELEMENTARY)". A red box labeled "Click here to add / review requests" is positioned above the "Absence Requests" link, with a red arrow pointing to it. The "Absence Requests" link is also highlighted with a red box. To the right, there is a "Term 6 Day Totals" bar chart showing a value of 1.

A window will pop up. Click 'Add Request' to report an absence.



The "Absence Requests" pop-up window. It contains a table with columns: Status, Start Date/Time, End Date/Time, and Reason. A red box labeled "Click here to add a request." is positioned above the table, with a red arrow pointing to the "Add Request" button in the top right corner. The table contains three rows of data:

Status	Start Date/Time	End Date/Time	Reason
Accepted	Mon May 6, 2019	Tue May 7, 2019	ILL/PARENT NOTE Comment: fever
Accepted	Wed May 1, 2019	Thu May 2, 2019	ILL/PARENT NOTE Comment: fever
Accepted	Tue Apr 16, 2019	Tue Apr 16, 2019	MEDICAL Comment: DENTAL APPT

A new window will appear. Select a date and enter the reason along with a comment (description of reason). A comment is required. Example – If ‘Medical’ is selected, the comment may be ‘dental appointment’ or ‘doctor visit.’

If the absence is not all day, deselect the ‘All Day’ check box. Times may be entered for the absence.

After the date, reason and comment has been entered, click, ‘Save.’

The absence request may be edited or deleted any time prior to the office approving the notification.

Absence Requests				
RED OAK ELEMENTARY				Add Request
	Status	Start Date/Time	End Date/Time	Reason
Edit Delete	Pending	Fri May 10, 2019 11:00am	Fri May 10, 2019 1:00pm	MEDICAL
		Comment: Dental Appointment		
	Accepted	Mon May 6, 2019	Tue May 7, 2019	ILL/PARENT NOTE
		Comment: fever		
	Accepted	Wed May 1, 2019	Thu May 2, 2019	ILL/PARENT NOTE
		Comment: fever		
	Accepted	Tue Apr 16, 2019	Tue Apr 16, 2019	MEDICAL
		Comment: DENTAL APPT		

Once the request has been submitted, the e-mail address associated with the Family Access account initiating the request along with the Attendance Office will receive an e-mail stating an attendance request has been submitted.