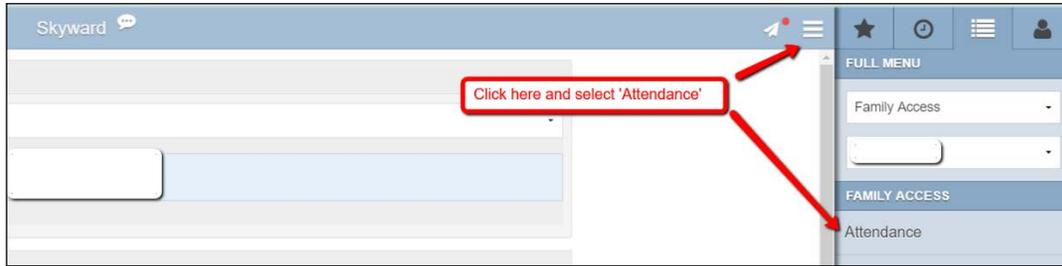
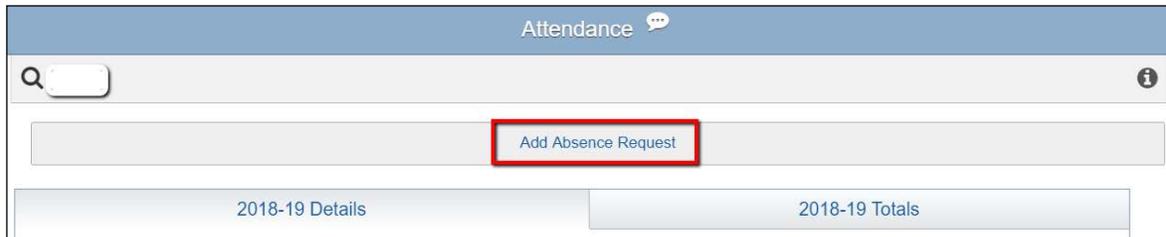


How To Enter An Absence Request In The Skyward App

Log Into the Skyward app and select the hamburger menu in the top right corner. Click on 'Attendance.'



Click 'Add Absence Request.'



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.'

A screenshot of the "Add Absence Request" form. The form has a "Submit" button at the top. Below it are fields for "Student:", "School:" (RED OAK ELEMENTARY), "Start Date:" (05/14/2019), "End Date:" (05/14/2019), "All Day:" (checked), "Reason:" (MEDICAL), and a list of reasons including COLLEGE DAY, FUNERAL, HOLY DAY, ILL, MEDICAL, OTHER, and WEATHER. The "All Day" button is checked.

Unclicking the 'All Day' button will allow entry of specific times the student will be off campus. After entering absence information, click 'Submit' at the top of the window.

A screenshot of the "Add Absence Request" form. The form has a "Submit" button at the top. Below it are fields for "School:" (RED OAK ELEMENTARY), "Start Date:" (05/14/2019), "End Date:" (05/14/2019), "All Day:" (unchecked), "Start Time:" (12:00 PM), "End Time:" (02:00 PM), "Reason:" (MEDICAL), and "Comment:" (DOCTOR APPOINTMENT). The "All Day" button is unchecked, and specific start and end times are entered.

Once the absence has been submitted, the Pending Request can be edited or viewed. The absence request may be edited or deleted any time prior to the office approving the notification.



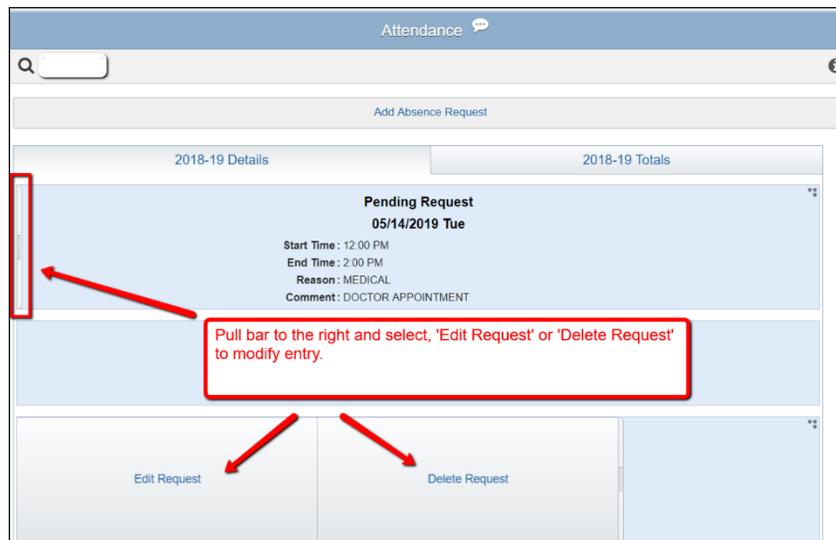
A new window will pop up. Click 'Edit' to edit, save or delete request.



Make corrections then click 'Save' or select 'Delete' to delete request.



A request may also be deleted by sliding the menu bar to the right.



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.