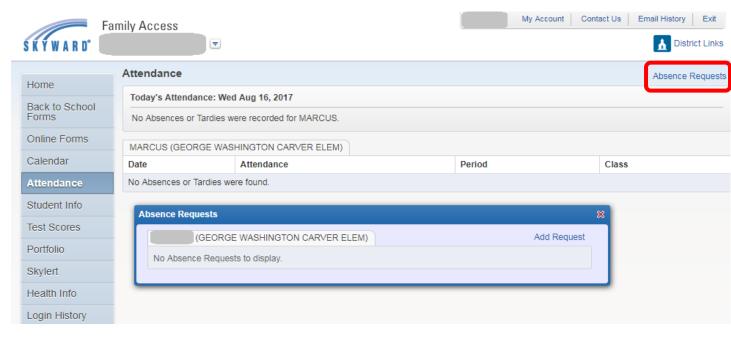
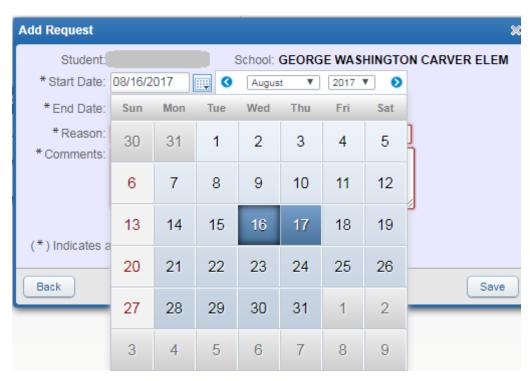
Guardian Entering Illness Notes Directly into Skyward

When you log in to Skyward Family Access and clicks on the Attendance link on the left, you will see the "Absence Requests" link in the upper right. Click that link, open the box to "Add Request."

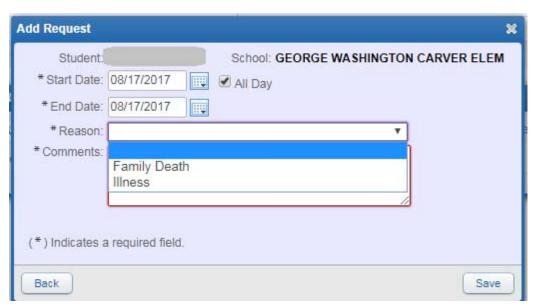


A Start Date and End Date can be selected from the calendar....

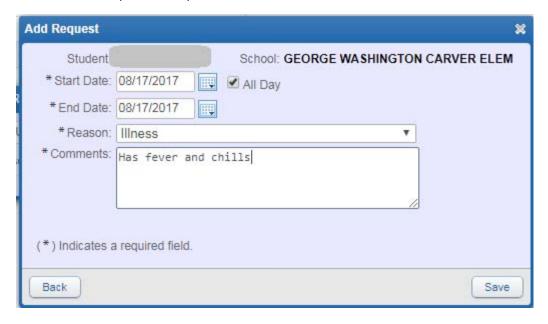


Absence notes may be entered for the day of the absence or up to 3 days after the student returns to school. Notes may excuse one or two days of illness. Three or more consecutive days of illness require a doctor's note.

The designated Absence Reason (illness) is then selected from the drop down....



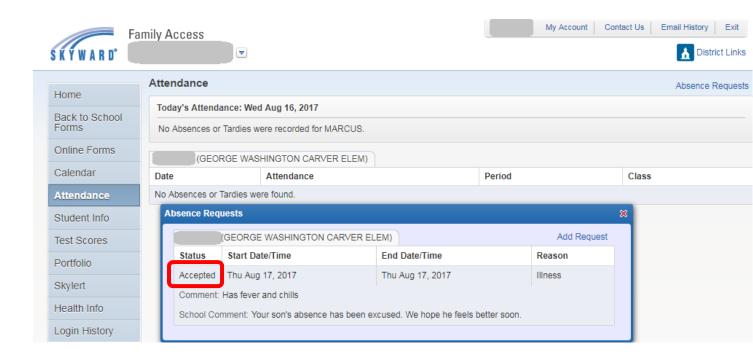
A Comment is required to explain the absence...



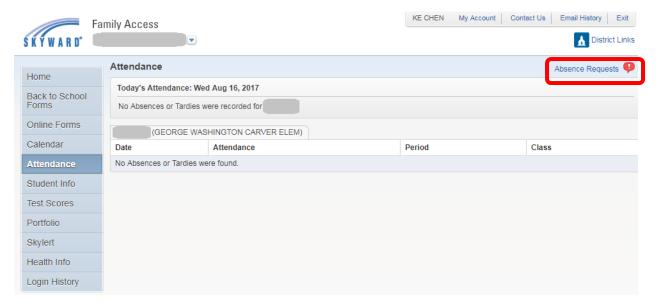
After clicking "Save", the request will be "pending." You will have the option to edit or delete the request as long as it is still "pending"



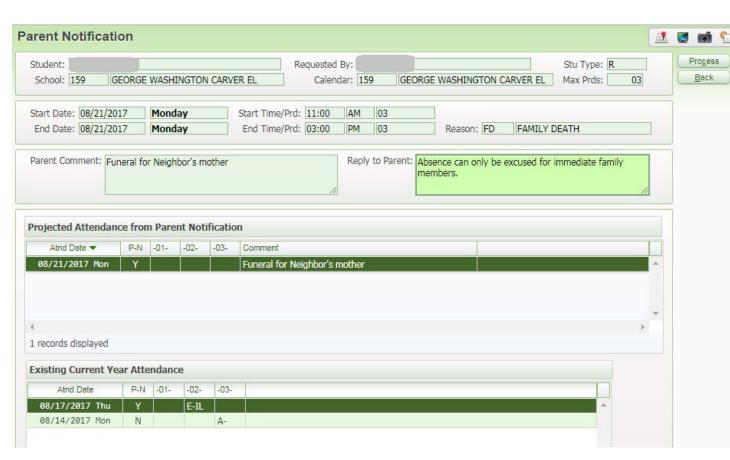
Once approved, you will see that the request was approved and any "School Comment" that might have been added to the record...



If a request does not meet the guidelines, it will be denied. You will see a red "notification" bubble on the Attendance screen....



Click the notification bubble; it will display the request with the red "Denied" status....



You can view all of the requests submitted whether accepted or denied. Please note, only illness excuses may be entered on-line. All other reasons should be handled directly by the attendance office. If you have questions or concerns about an absence, please call the attendance office.