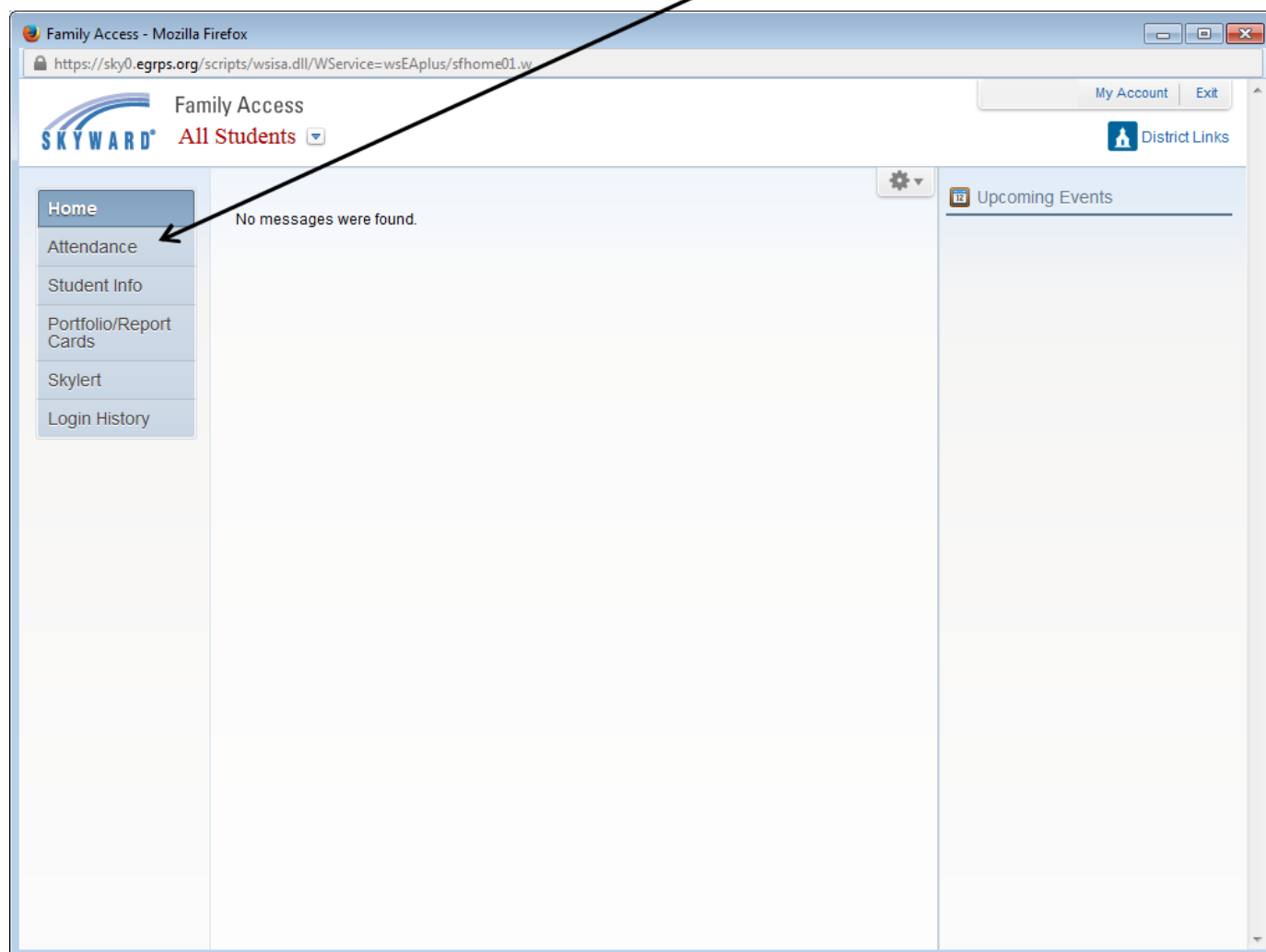


# Submitting an Absence Online Through Skyward Family Access

Now available in Skyward Family Access is the ability for parents to submit an absence for your student online. This is the recommended way of alerting your child's building of an absence. An absence can be submitted in advance of the date for appointments or can be submitted on the day of the absence. **If using the Skyward Mobile Access App on a mobile phone, choose the Desktop Account option after entering your PIN number.**

After logging into your Skyward Family Access account you should see a screen that looks similar to the one below. From here, click on the **Attendance** option on the left.



An attendance screen similar to the one below will be displayed. This screen shows this year's attendance for your students.

Family Access Attendance - Mozilla Firefox  
https://sky0.egrps.org/scripts/wsisa.dll/WService=wsEApplus/sfattendance001.w

Family Access  
All Students

My Account | Exit  
District Links

Attendance [Enter Absent Request](#)

Today's Attendance: Mon Apr 13, 2015  
No Absences or Tardies were recorded for any of your students.

Breton (Breton Downs)

Date	Attendance	Period	Class
No Absences or Tardies were found.			

Lakeside (Lakeside)

Date	Attendance	Period	Class
No Absences or Tardies were found.			

To submit an absence for your student(s), click the **“Enter Absent Request”** link in the right hand corner of the screen. That link will open the following window.

Absent Requests

Breton (Breton Downs) [Add Request](#)  
No Absent Notifications Exist.

Lakeside (Lakeside) [Add Request](#)  
No Absent Notifications Exist.

Click **“Add Request”** to submit an absence.

Enter the **start and end date** for the absence. Use the same date for both values if the absence is one day or part of a day. If the absence is all day, leave the **default start and end times** as is.

The screenshot shows a web form titled "Add Request" for a student named "Breton ZZExample" at "Breton Downs". The form contains the following fields:

- \* Start Date: 04/19/2015
- \* End Date: 04/19/2015
- \* Time: 6:00 AM
- \* Time: 6:00 PM
- Reason: (dropdown menu)
- Comments: (text area)

A legend at the bottom left states: "(\*) Indicates a required field." There are "Back" and "Save" buttons at the bottom of the form. Arrows from the text above point to the Start Date, End Date, Reason, and Comments fields.

Use the **“Reason” drop down** and **comments box** to explain the absence. If there is not an adequate reason, please select “Other” and use the comment box to explain. Once you are finished, click **Save**. You will receive a confirmation email shortly after clicking **Save**.

**\*If your child is ill, please enter a comment describing the illness. This data helps the school determine if any particular illness is predominant in a school as well as the county.\***

If an extended absence will span over the weekend (for example, a student is out Friday and the following Monday), two separate absences will need to be entered.

### **To cancel a pending absence if student will not be absent:**

Click the Enter Absence Request button to see a pending absence for a student that has yet to be processed. Use the Delete button to the left of the listed absence.

## Absent Requests



Breton (Breton Downs)

[Add Request](#)

No Absent Notifications Exist.

HS (High School)

[Add Request](#)

		Status	Absent From	Absent To	Reason
<a href="#">Edit</a>	<a href="#">Delete</a>	Pending	Tue Sep 15, 2015 6:00am	Tue Sep 15, 2015 6:00pm	Appointment
		Comment: again			

MS (Middle School)

[Add Request](#)

No Absent Notifications Exist.