



## Parent Access to Report Student Attendance

Forgot to call? Didn't send a note? No worries...you can now enter your student attendance directly into Skyward.

### Directions:

- Log in to Family Access.
- Click on Attendance (on left hand side).
- Click on Absence Requests (middle/top).
- Click on Add Request next to the correct student.
- Enter Start & Stop Date.
- If all day, make sure checkbox is selected. If not all day, uncheck the box and enter the start/stop time.
- Select a Reason from the drop down arrow.
- Enter comments if applicable.
- You have the option to copy the absence request to your other students.
- Click on Save.