# 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. As of April 21, 2015 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.
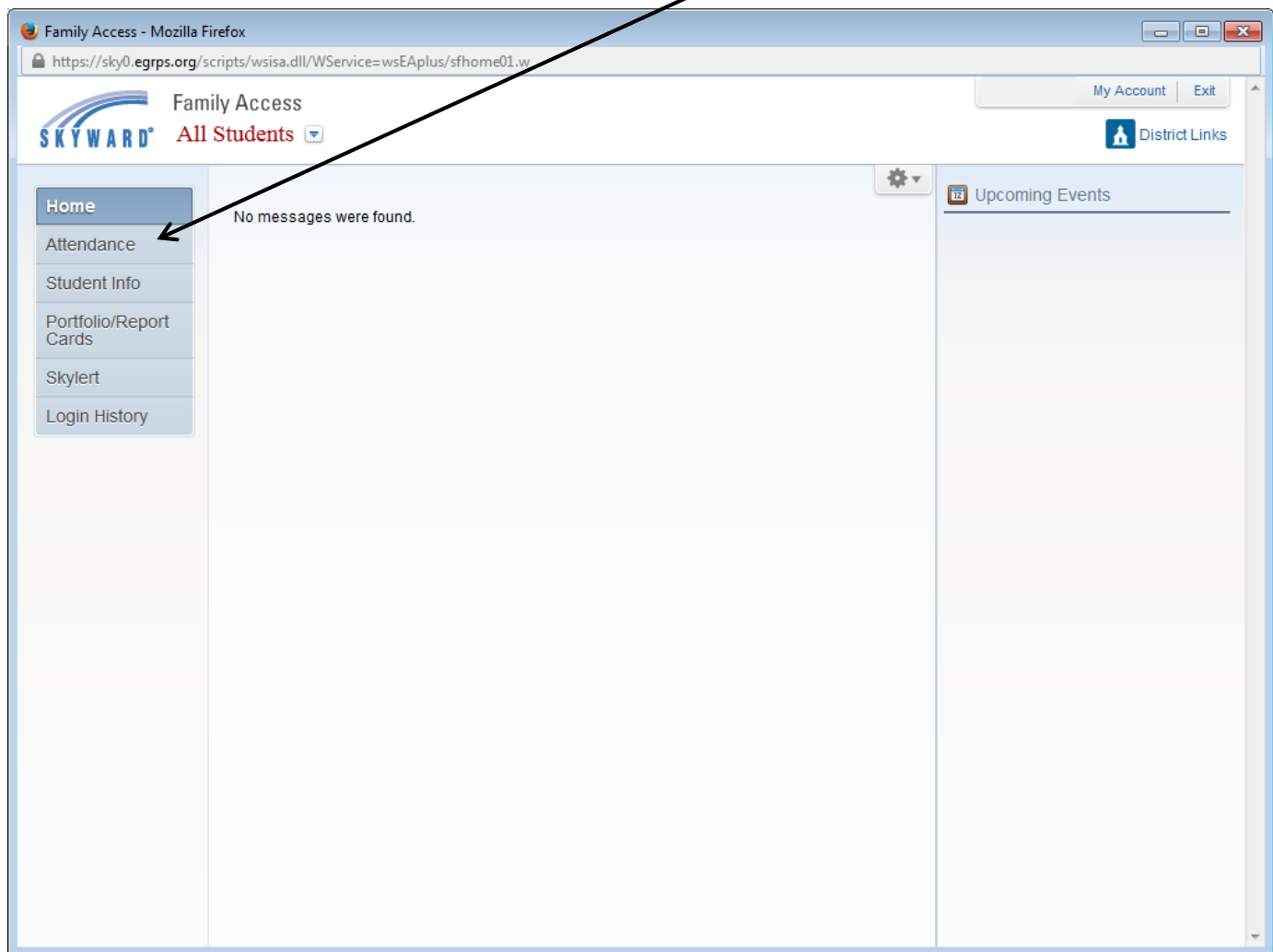
An attendance screen similar to the one below will be displayed. This screen shows this year's attendance for your students.

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.

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.

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
Edit Delete	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.