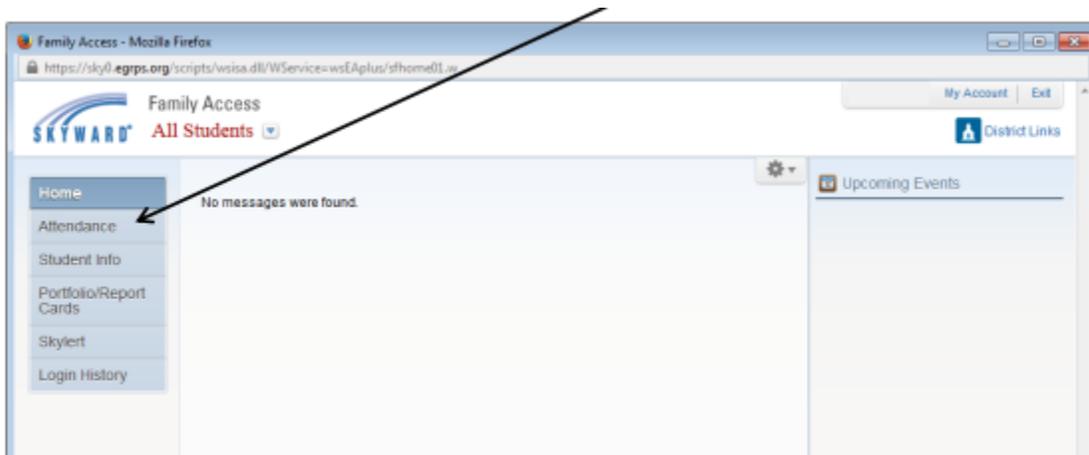


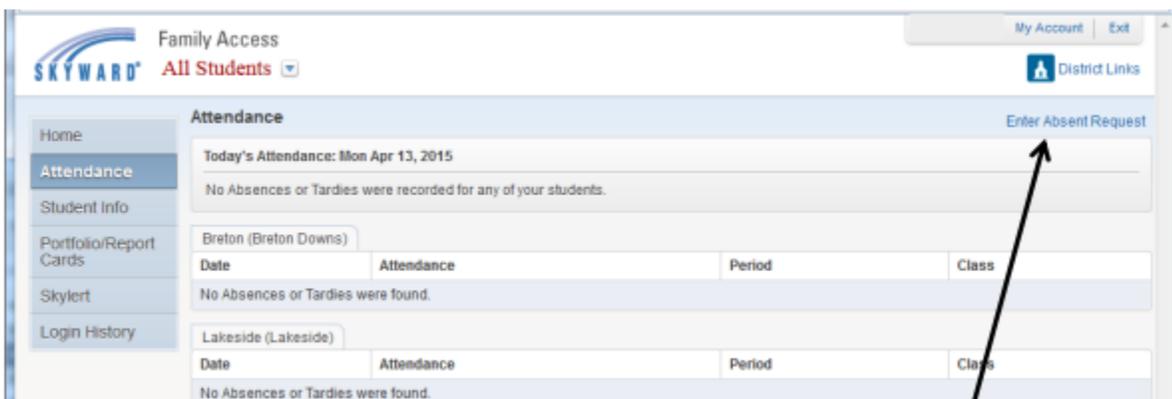
Submitting an Absence Online through Skyward Family Access

Parents/Guardians may submit an absence request for your student online through Skyward. This is the recommended way to alert Fishers High School of an absence. If you prefer to not use the online method, you may leave a message on the automated attendance line at 317-915-4295.

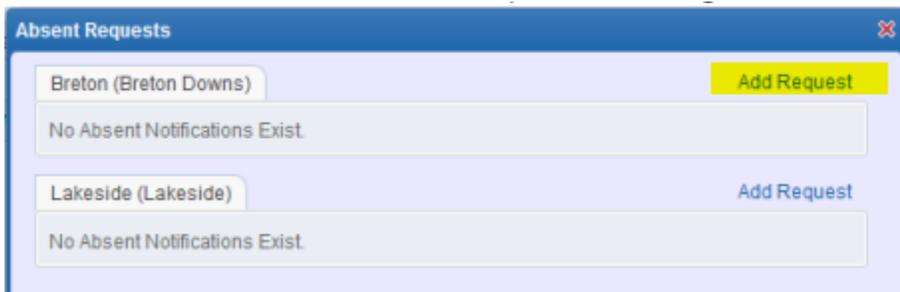
After logging into your Skyward Family Access account using your parent account, you will see a screen that will look similar to the one below. From here, click the **Attendance** option on the left. If you use your Skyward App on your phone, it will look different. This option to complete an absence request is not available through your student's Skyward account.



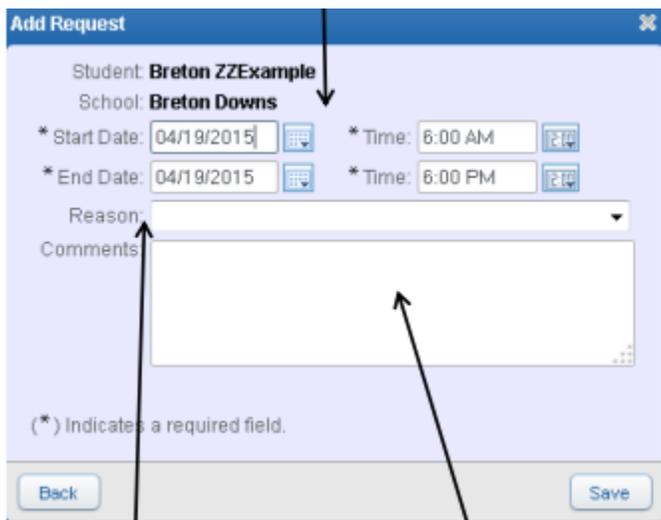
Another screen similar to the one below will be displayed. This screen shows attendance for your student. To submit an absence for your student, click the **“Enter Absence Request”** link on the right-hand corner of the screen.



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 menu and **comments** box to explain the absence. If there is not an adequate reason, please select “Arr By Parents” and then use the comment box to explain. Once you are finished, click **Save**. You will receive a confirmation email shortly after clicking **Save**.

If your student is ill, please enter a comment describing the illness. This data helps the school determine if a particular illness is predominant in a school.

If an **extended absence** will span over the weekend (Friday through Monday), two separate absences will need to be entered.

To cancel a pending absence if your student will not be absent: Click the **Enter Absence Request** button to see the pending absence for your student that has yet to be processed. Use the delete button to the left of the listed absence. If the absence request has already been processed, feel free to email FHSAttendanceStaff@hse.k12.in.us or call the attendance line at 317-915-4295 to remove the approved absence.