

SOUTH KITSAP SCHOOL DISTRICT

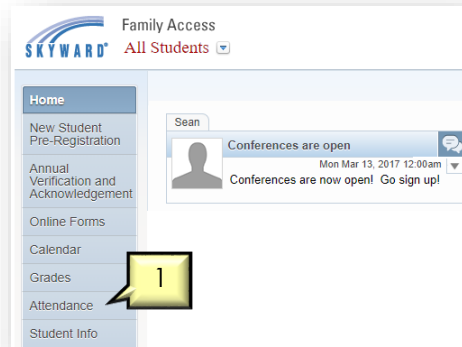
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FAMILY ACCESS- SUBMITTING AN ABSENCE REQUEST

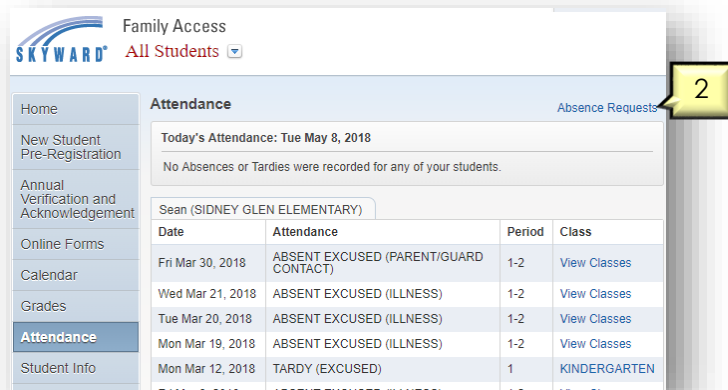
The Attendance application in Family Access allows a parent/guardian to enter Absence Requests to notify the school attendance office if their student is expected to be absent from school.

To enter an Absence Request, log into Skyward Family Access.

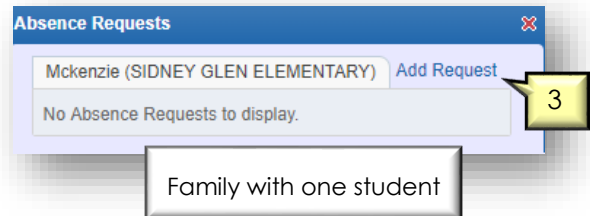
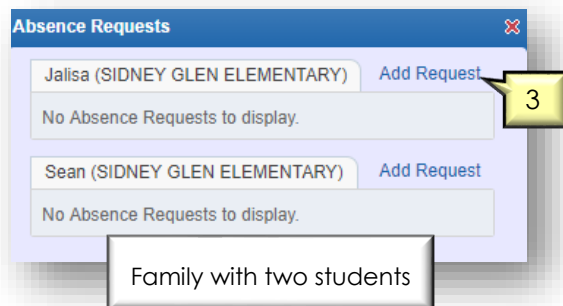
1. Click **Attendance** on the menu to the left of the screen.



2. Click **Absence Requests** at the top right of the screen. **If you have more than one student, attendance information for each student will display on this tab.**



3. Click **Add Request** next the student you wish to submit a request for.



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4. Enter the **Start Date, End Date.**
5. Select a **Reason** from the dropdown list.
6. Enter **Comments** if desired.
7. Click **Save**

Fields marked with an (*) are required.

8. Once the absence request has been submitted, the request will be marked as **Pending**.

Absence Requests				
Jalisa (SIDNEY GLEN ELEMENTARY)				Add Request
	Status	Start Date/Time	End Date/Time	Reason
Edit Delete	Pending	Tue May 8, 2018	Tue May 8, 2018	ILLNESS
Comment: Jalisa has a fever today and won't be at school.				

9. When the attendance specialist has processed the absence request, one of the following messages will be displayed:

Approved absence requests will be noted at the top of the screen on the attendance tab.

Denied absence requests will be noted at the top of the Family Access homepage.

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10. To view the status of all absence requests at one time, click **Absence Requests** at the top right of the screen again.

The screenshot shows the Skyward Family Access interface. At the top right, the 'Absence Requests' link is highlighted with a yellow box containing the number '10'. A red arrow points from this link to a detailed view of absence requests for two students: Jalisa and Sean.

Absence Requests

Jalisa (SIDNEY GLEN ELEMENTARY) [Add Request](#)

Status	Start Date/Time	End Date/Time	Reason
Accepted	Tue May 8, 2018	Tue May 8, 2018	ILLNESS

Comment: Jalisa has a fever today and won't be at school.

Sean (SIDNEY GLEN ELEMENTARY) [Add Request](#)

Status	Start Date/Time	End Date/Time	Reason
Denied	Tue May 8, 2018	Tue May 8, 2018	ILLNESS

School Comment: Please call to discuss this absence with the principal.

If your **Absence Request is denied, please contact the Building's Office Coordinator for more information.*