



When you login into your account you can click on the attendance tab on the left side menu. That will take you to a screen where you will find another tab called **absence notification**. Click on the button that says **add notification** and the next screen will have various boxes to fill in/out that indicates dates, time of day, and reasons for the absence. Once you save this information the attendance office will be able to approve or deny the request. You can check back on this page periodically to see the status of your absence notification. Parents – if you use this feature please be diligent and check back to this page to make sure no one else is requesting absences for your student other than you. We want to **emphasize** that the **choice** of how you notify the school of your student’s absence is still up to you. We understand that many of you may prefer to call the school and set up absences the old fashioned way – and that is fine. We simply wanted to expand your choice of options.

**Scroll down to find a visual demonstration.**

If you have any further questions regarding this option feel free to call **Greg Harrison at 367 - 4151 Ext. 524**



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# Notifying your student's absence via Skyward

When you log into your student's account look for the attendance link on the menu column.

# Step 1

That will pull up this screen. Now click on Absence Notification.



**Attendance** | **Calendar** | **By Day** | **Term Totals** | **Absence Notifications** | **Contact Us**

■ - Tardy    ■ - Excused    ■ - UnExcused    ■ - Other

Statistics are based on unexcused data. An excused absence is not counted as an absence for Marking.

## Step 2

This screen will appear.  
Click on Add Notification.



**Attendance** | Calendar | By Day | Term Totals | **Absence Notifications** | Contact Us

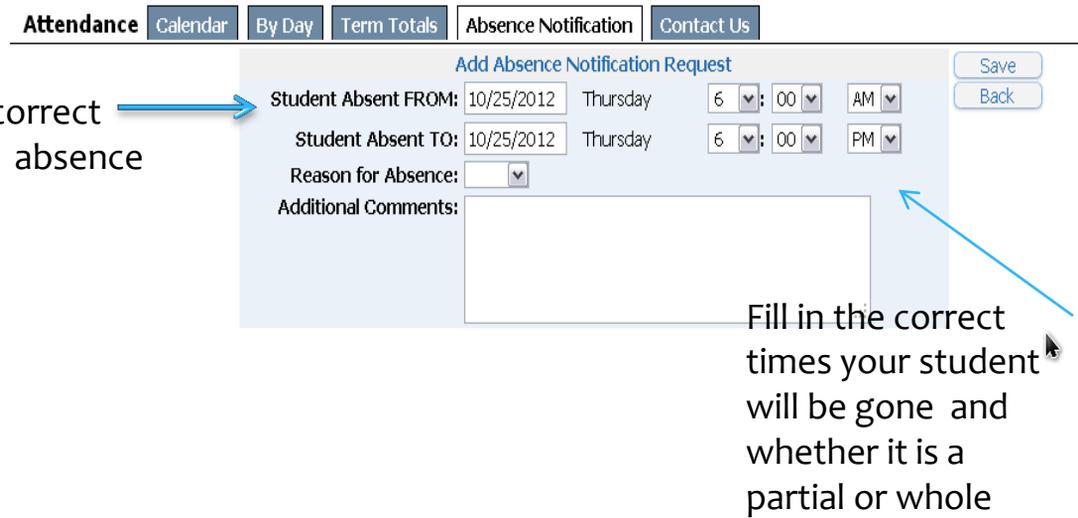
[View History](#)

[Add Notification](#)

No Absence Notifications available for this student in this school.

# Step 3

This window will pop up now.



The screenshot shows the 'Add Absence Notification Request' form. At the top, there are navigation tabs: 'Attendance', 'Calendar', 'By Day', 'Term Totals', 'Absence Notification', and 'Contact Us'. The form fields are: 'Student Absent FROM:' (10/25/2012, Thursday, 6:00 AM), 'Student Absent TO:' (10/25/2012, Thursday, 6:00 PM), 'Reason for Absence:' (a dropdown menu), and 'Additional Comments:' (a text area). There are 'Save' and 'Back' buttons on the right. Annotations include a blue arrow pointing to the 'FROM' date field with the text 'Fill in the correct Date(s) of absence' and another blue arrow pointing to the time dropdowns with the text 'Fill in the correct times your student will be gone and whether it is a partial or whole'.

Click on this drop down to find the label which best describes the reason for your student's absence.

Additional comments that further explains the specific reasons for the absence can be filled in here.

# Step 4

Click **save** and you are done. Check back to this page to observe the status of your notification. You should receive an email confirming that you have notified the school of your student's absence.