

## Entering Absence Request

This link allows you to notify your student's school when your student will be absent.

- 1. **Select the student** you are entering an absence request.
- 2. Click the **ATTENDANCE** link.
- 3. Click the **ABSENCE REQUESTS** link.

SKYWARD' Family Access Select Student 💌 🔶 1					My Account   Email History   Exit		
Home	Attendance	3	Absence Requests				
nome	Today's Attendance: Tue	Today's Attendance: Tue Jun 20, 2023					
Calendar							
Gradebook	No Absences or Tardies were recorded for Ava.						
Attendance	Ava (Mifflin County Middle School)						
0.1.1.1.6	Date	Attendance	Perio	od	Class		
Ecod Service	No Absences or Tardies were found.						

- 4. Click **ADD REQUEST**.
- 5. Enter the **Start Date** and **End Date**.
- 6. Click the drop-down list to select a Reason why your student will be absent.
- 7. If desired, enter a **Comment**.
- 8. **Click Save**. Note that the Status is pending and awaiting approval from the attendance office. You also have the capability to Edit the record, as well as to Delete the request.

Absence Requests 3						
	Ava (	Ava (Mifflin County Middle School)				
			Status	Start Date/Time	End Date/Time	Reason
	Edit	Delete	Pending	Thu May 20, 2021	Thu May 20, 2021	Illness
Comment: test						
	▲					



## Introducción de la

Este enlace le permite notificar a la escuela de su estudiante cuando su estudiante estará ausente.

- 1. Seleccione el estudiante al que está ingresando una solicitud de ausencia .
- 2. Haga clic en el enlace **ASISTENCIA**.
- 3. Haga clic en el vínculo **SOLICITUDES DE AUSENCIA**.

SKYWARD'	District Links						
Home	Attendance			Absence Reques			
nome	Today's Attendance: Tue Jun 20, 2023						
 Calendar	No Absences or	Tardies were recorded for Ava					
Gradebook							
Attendance	Ava (Mifflin Cour	ty Middle School)					
Obstantials	Date	Attendance	Period	Class			
Student Into	No Absences or Tardies were found.						
Food Service							

- 4. Haga clic en AGREGAR SOLICITUD.
- 5. Introduzca la fecha **de inicio** y la **fecha de finalización**.
- 6. **Haga clic en la lista desplegable para seleccionar una Razón** por la que su estudiante estará ausente.
- 7. Si lo desea, introduzca un **comentario**.
- 8. **Haga clic en Guardar**. Tenga en cuenta que el estado está pendiente y en espera de la aprobación de la oficina de asistencia. También tiene la capacidad de editar el registro, así como de eliminar la solicitud.

Absence Requests						
	Ava (Mifflin County Middle School)					Add Request
			Status	Start Date/Time	End Date/Time	Reason
	Edit	Delete	Pending	Thu May 20, 2021	Thu May 20, 2021	Illness
Comment: test						
	▲					•