Absence Entry in Family Access

When you are logged in to Family Access, choose the student you are entering the absence for and the school they attend. At this time you will only be able to enter absence notifications for Lincoln High School students. In the future, the application may be opened to other schools as well.



Next, select Attendance from the left menu bar.

Preview Family Access					- T	ardy			- E)	cused	I		- U	nExcus	ed		- Ot	her				
General Information	Click	on any	blue	underl	ined o	late to	see p	eriod l	by per	iod atl	tendar	ice for	that (day.								
<u>Calendar</u>		July 2013				June 2013						May 2013										
Student Information	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Gradebook Message Center		1	2	3	4	5	6							1				1	2	3	4	
Attendance	7	8	9	10	11	12	13	2	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	Z	8	5	<u>6</u>	Z	8	<u>9</u>	10	11	
Schedule Report Cards	14	15	16	17	18	19	20	9	<u>10</u>	11	12	13	14	15	12	13	14	15	<u>16</u>	17	18	

Select Absence Notifications

SKYWARD FAMILY ACCESS	Attendance Calendar By Day Term Totals Absence Notifications	
New Family Access Preview Family Access	View History	Add Notification
General Information Calendar Student Information	No Absence $\operatorname{Not}^{t}_{fications}$ available for this student in this school.	

Complete the information to include date, time, and absence reasons. You may add additional comments if you wish. If the student will be absent all day you do not need to enter the times. You will only need to enter data here if the student will only be gone for part of the day. Once the information is entered, hit the Save button on the right of the screen. The absence will now be in a pending status until it is reviewed by school office personnel.

FAMILY ACCESS	Attendance Calendar By Day Term Totals Absence Notification
New Family Access	Add Absence Notification Request Save
Preview Family Access	Student Absent FROM: 07/19/2013 Friday 6 C AM Back Back
General Information	
Calendar	Student Absent TO: 07/19/2013 Friday 00 V PM V
Student Information Gradebook Message Center	Reason for Absence:
Notes	Additional Comments:
Attendance	
Schedule	

The process is the same if you are in the New Family Access version but the screens will look a little different. You can enter an absence in either version of Family Access. Be sure to check back into Family Access to see any notes that may have been sent back you by school personnel regarding the absence.