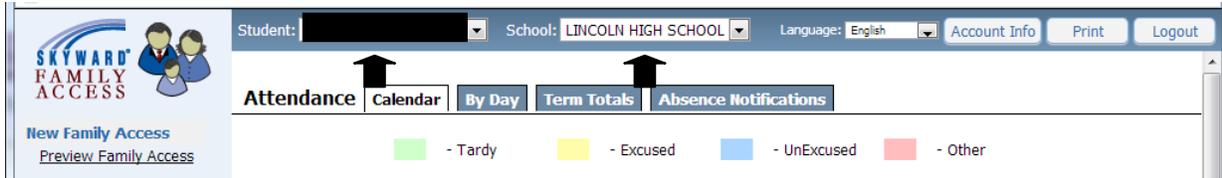
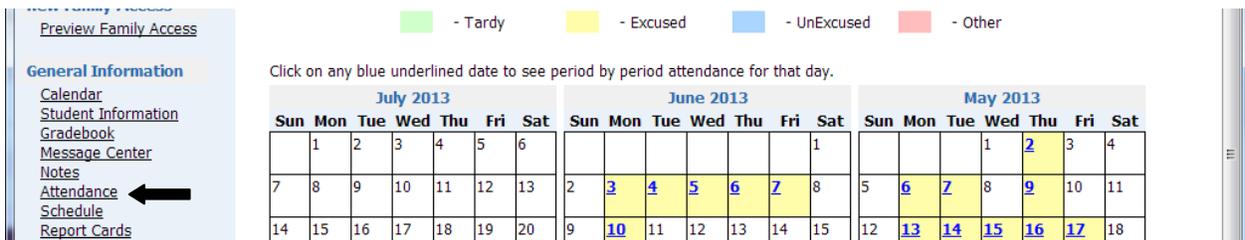


# Absence Entry in Family Access

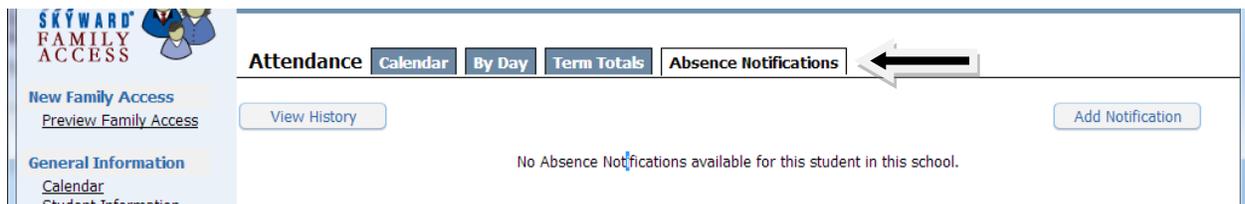
When you are logged in to Family Access, choose the student you are entering the absence for and the school they attend. At this time you will only be able to enter absence notifications for Lincoln High School students. In the future, the application may be opened to other schools as well.



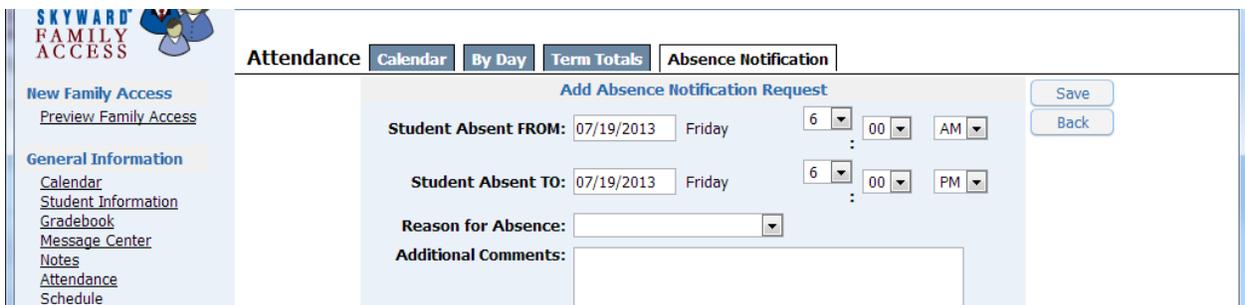
Next, select Attendance from the left menu bar.



Select Absence Notifications



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.



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.