

# Attendance – Family Access – Add Absence Requests

## **PARENT/GUARDIAN – ADD ABSENCE REQUEST**

### **Parent/Guardian Directions :**

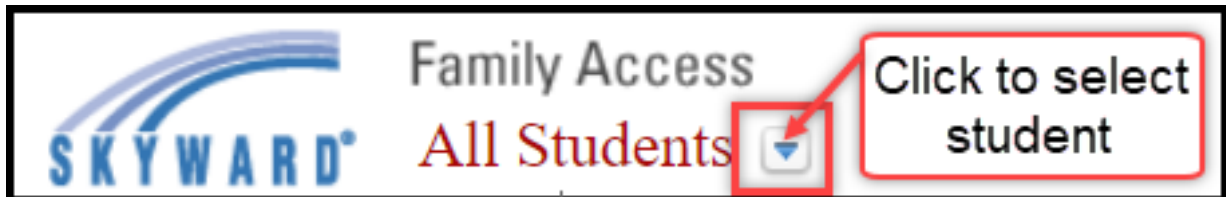
1. Log into Skyward Family portal

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseduhernandocofl/seplog01.w?nopopup=true>

2. Select the student
3. Click on Attendance in the drop-down menu
4. Click on Add Request
5. Enter the date that the student will be Absent
6. Enter the reason for the Absence in the Comments box
7. Save
8. The Attendance Request will appear as pending until approved or denied by school staff.

Please verify Attendance Request has been accepted.

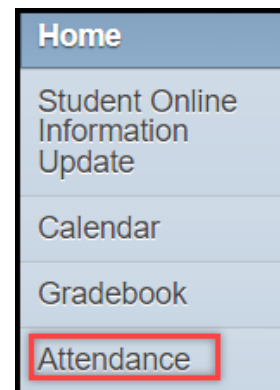
If you have more than one student – click the down arrow and select



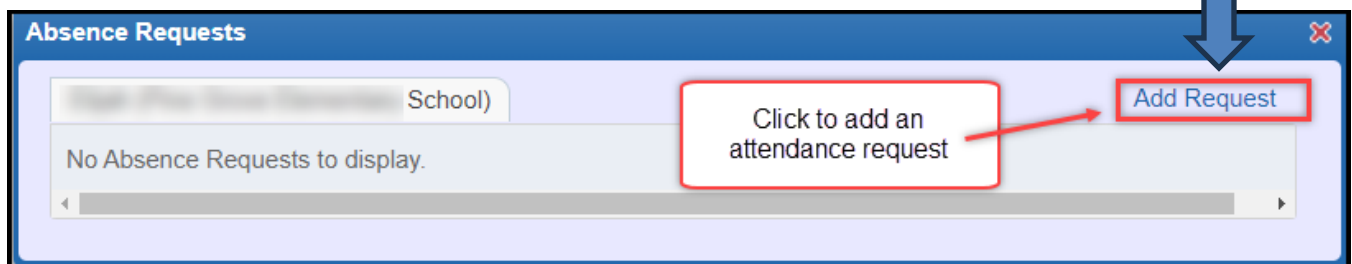
Click the plus sign + to open dropdown



Click Attendance



Click Add Request



# Attendance – Family Access – Add Absence Requests

Verify Absent Dates



**Add Request**

Student: [Name] School: [School]

\* Start Date: 04/17/2024  All Day

\* End Date: 04/17/2024

Reason: [Dropdown]

\* Comments: 

Verify the dates above  
Enter why your child is absent from school

(\*) Indicates a required field.

Once the Request has been submitted, Click the RED 'x' in the top right corner

**Attendance** Absence Requests

Today's Attendance: Wed Apr 17, 2024

No Absences or Tardies were recorded for [Name]

Click the x to close the request

x

**Absence Requests** Add Request

	Status	Start Date/Time	End Date/Time	Reason
Edit Delete	Pending	Wed Apr 17, 2024	Wed Apr 17, 2024	

Comment: [Name] has a dentist appt today.

Options to Delete or Edit are available, if the request is inaccurate

Blue arrow pointing to the 'Accepted' status in the 'Absence Requests' table.

**Absence Requests** Add Request

Status	Start Date/Time	End Date/Time	Reason
Accepted	Fri Apr 19, 2024	Fri Apr 19, 2024	School Response

Comment: [Name] was absent because she had a dentist appt.

School Comment: Please submit Dr Note, so we can change to an excused absence.