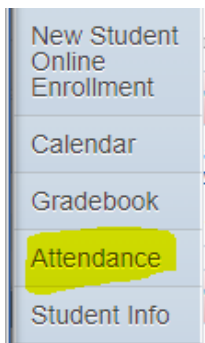


Skyward Tip of the Month - Absences

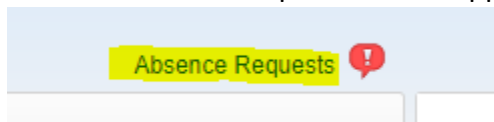
Did you know you can **enter your student's absence into Skyward** and skip a phone call to the school?

Here is a step by step:

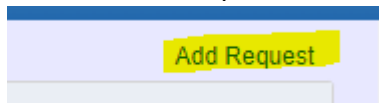
1. Log into your Skyward account
2. Choose the 'Attendance' tab



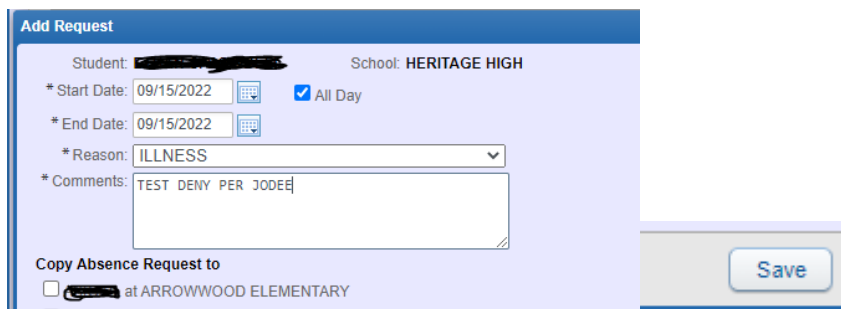
3. Choose 'Absence Requests' in the upper right



4. Once you choose 'Absence Requests' you will see all of your students listed
5. Choose 'Add Request' in the upper right corner of the student you want to mark absent



6. Add the start date and end date if needed (it will default to the current date). Enter the reason and a comment. Below the comment box, you can choose your other students to mark absent as well.

A screenshot of the 'Add Request' form. The form includes the following fields: Student: [redacted], School: HERITAGE HIGH, * Start Date: 09/15/2022, * End Date: 09/15/2022, * Reason: ILLNESS, * Comments: TEST DENY PER JODEE. There is a 'Save' button on the right side of the form. Below the form, there is a section for 'Copy Absence Request to' with a checkbox and the text 'at ARROWWOOD ELEMENTARY'.

7. Choose 'Save' and you have successfully entered your student's absence online!