

REPORT STUDENT ABSENCE USING SKYWARD FAMILY ACCESS

Quincy Senior High School parents and guardians can conveniently report a student absence using your Skyward Family Access account. While you can choose to call your child's school to report an absence, using Skyward Family Access gives you the ability to report or request an absence 24/7 using your computer or mobile device.

HOW TO REPORT AN ABSENCE USING SKYWARD FAMILY ACCESS:

1. Log into Skyward Family Access and select ATTENDANCE from the menu options on the left.
2. Click on ENTER ABSENT REQUEST toward the middle upper right of the Attendance screen.
3. Select the ADD REQUEST link to the right in the Attendance pop-up window.
4. Enter the Start Date and the End Date; Check "All Day" OR indicate times for the absence.
5. Choose a reason for the request from the drop-down menu.
6. Add any additional comments for the office.
7. When finished, click SAVE.
8. After clicking SAVE on the previous screen, the absent request will appear as PENDING.
9. You will receive a confirmation email stating the request has been created.
10. Once the school office has processed the absence request, you'll receive an additional email with confirmation.

To report an absence using the Skyward App:

1. Log into your Skyward App
2. Click on the menu option in upper right corner of the screen. Choose ATTENDANCE
3. Select ADD ABSENCE REQUEST
4. Enter the Start Date and the End Date; Mark "All Day - Yes" OR indicate times for the absence.
5. Choose a reason for the request from the drop-down menu.
6. Add any additional comments for the office.
7. When finished, click SUBMIT.
8. The request will appear as PENDING until it is approved by the school.
9. Once the school office has processed the absence request, you'll receive an email confirmation.

FOR QUESTIONS REGARDING SKYWARD FAMILY ACCESS, ABSENCES OR HOW TO REPORT AN ABSENCE, PLEASE CONTACT YOUR CHILD'S SCHOOL.