

Parent Directions for Adding an Absence in through Family Access

- Log into Family Access
- Click on the **Attendance** tab on the left
- Click on **Absences Request** on the right

The screenshot shows the Family Access interface. On the left sidebar, the 'Attendance' tab is highlighted. In the main content area, the 'Absence Requests' link is circled in the top right corner. Below it, the 'Attendance' section shows 'Today's Attendance: Wed Dec 4, 2019' and 'No Absences or Tardies were recorded for Aric.' A table below lists attendance records for Aric (ELEMENTARY):

Date	Attendance	Period	Class
Mon Nov 4, 2019	Absent Excused (Doctor's Note)	1-2	View Classes
Wed Sep 25, 2019	Afternoon Release (Illness)	1-2	View Classes
Tue Sep 24, 2019	Afternoon Release (Early Checkout)	2	FIFTH GRADE

- Absences Request box will come up, click on **Add Request**

The screenshot shows the 'Absence Requests' window for Aric (ELEMENTARY). It contains a table with the following data:

Status	Start Date/Time	End Date/Time	Reason
Accepted	Wed Sep 25, 2019	Wed Sep 25, 2019	Illness

Below the table, there is a comment: 'fever'. The 'Add Request' button is circled in the top right corner.

- The Add Request box will come up –
 - Enter Start Date
 - Enter End Date
 - Pick Reason from drop down menu
 - Optional - Add comments
 - **Save**

The screenshot shows the 'Add Request' form for Aric (ELEMENTARY). The fields are as follows:

- Student: Aric (ELEMENTARY) School: (ELEMENTARY)
- * Start Date: 12/17/2019 (with a calendar icon) All Day
- * End Date: 12/18/2019 (with a calendar icon)
- Reason: Vacation (dropdown menu)
- Comments: (text area)

At the bottom, there are 'Back' and 'Save' buttons. A note indicates that (*) indicates a required field.

- Once you Save – the Absence Request box will come back up and show a status of **Pending** until it is approved at the school's attendance office and then the status will change to **Accepted**.
- You can click on the red X – to exit.

The screenshot shows the 'Absence Requests' window for Aric (ELEMENTARY). It now includes a new entry with the following data:

Status	Start Date/Time	End Date/Time	Reason
Pending	Tue Dec 17, 2019	Wed Dec 18, 2019	Vacation
Accepted	Wed Sep 25, 2019	Wed Sep 25, 2019	Illness

The 'Pending' request has a comment: 'Vacation'. The 'Add Request' button is still visible in the top right corner.

- You can also edit or delete the pending request if something changes.