Parent Directions for Adding an Absence in through Family Access
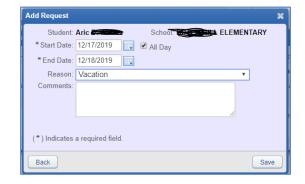
- Log into Family Access
- Click on the **Attendance** tab on the left
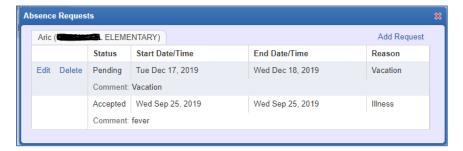- Click on **Absences Request** on the right

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

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

- 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.

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