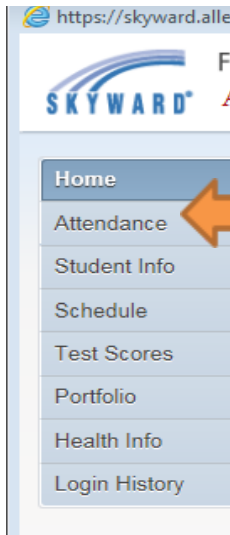


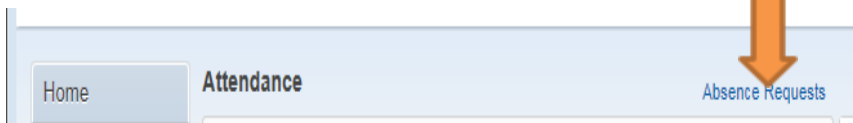
## Entering a Student Absence in Skyward

Parents must report your child's absence in Skyward or by sending a note to the office within three days after your child returns to school.

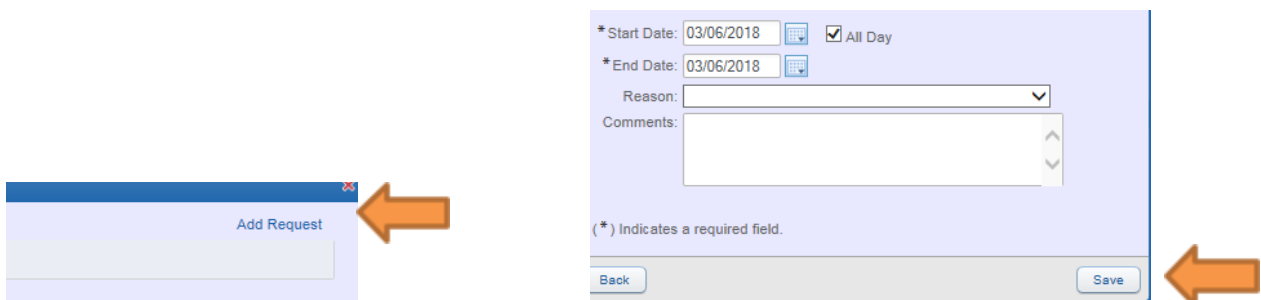
1. Log into your [Family Access](#) account. Click on the "Attendance" tab.



2. Click on "Absence Request" in the top right corner.



3. Click on "Add Request". Fill in the necessary information, then click on "Save".

A screenshot of the "Add Request" form in Skyward. The form is light blue and contains the following fields: "\* Start Date:" with a date picker set to 03/06/2018 and a checked "All Day" box; "\* End Date:" with a date picker set to 03/06/2018; "Reason:" with a dropdown menu; and "Comments:" with a text area. At the bottom, there are "Back" and "Save" buttons. An orange arrow points to the "Add Request" button on the left, and another orange arrow points to the "Save" button on the right.

Our PEIMS Clerk in the office will receive an automatic email communicating the student's absence. After completing this, there is no need for you to send a written note to school with your child.