

Attendance – Family Access – Add Absence Requests

PARENT/GUARDIAN – ADD ABSENCE REQUEST

Parent/Guardian Directions :

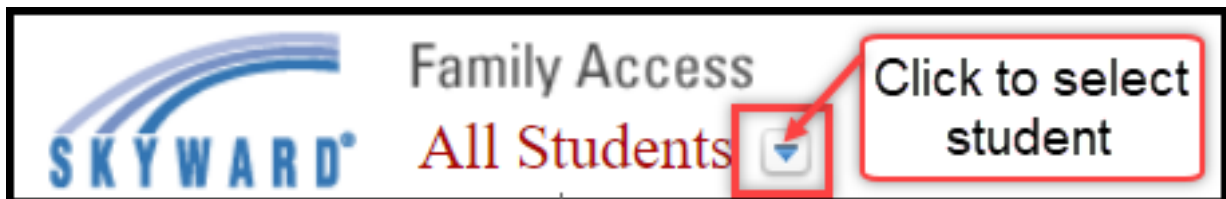
1. Log into Skyward Family portal

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseduhernandocofl/seplog01.w?nopopup=true>

2. Select the student
3. Click on Attendance in the drop-down menu
4. Click on Add Request
5. Enter the date that the student will be Absent
6. Enter the reason for the Absence in the Comments box
7. Save
8. The Attendance Request will appear as pending until approved or denied by school staff.

Please verify Attendance Request has been accepted.

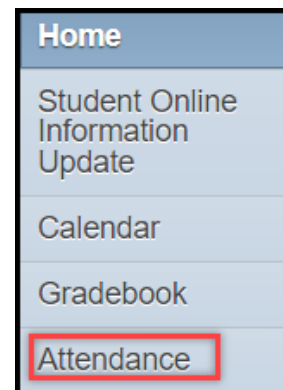
If you have more than one student – click the down arrow and select



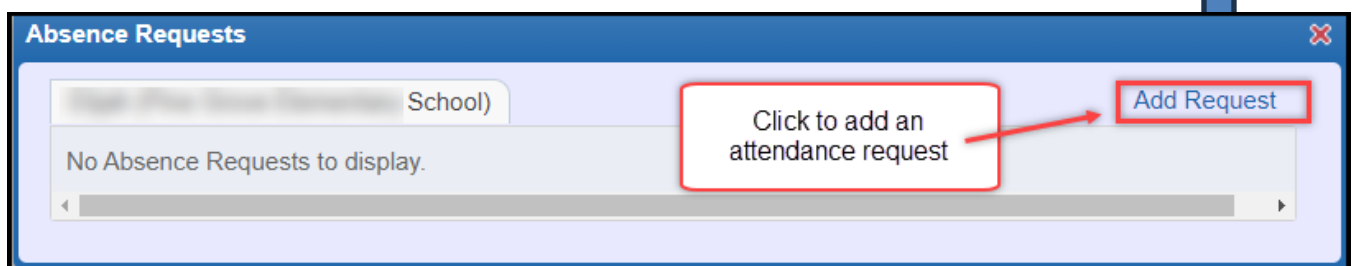
Click the plus sign + to open dropdown



Click Attendance →



Click Add Request



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Verify Absent Dates

Add Request

Student: [Name] School: [School]

* Start Date: 04/17/2024 ☒ All Day

* End Date: 04/17/2024

Reason: [Dropdown]

* Comments: [Text Area]

Verify the dates above

Enter why your child is absent from school

(*) Indicates a required field.

Back Save

Once the Request has been submitted, Click the RED 'x' in the top right corner

Attendance Absence Requests View

Today's Attendance: Wed Apr 17, 2024

No Absences or Tardies were recorded for [Name]

Absence Requests

Click the x to close the request

Status	Start Date/Time	End Date/Time	Reason
Pending	Wed Apr 17, 2024	Wed Apr 17, 2024	

Comment: [Name] has a dentist appt today.

Edit Delete

Options to Delete or Edit are available, if the request is inaccurate

Add Request

Absence Requests

Accepted

Status	Start Date/Time	End Date/Time	Reason
Accepted	Fri Apr 19, 2024	Fri Apr 19, 2024	

Comment: [Name] was absent because she had a dentist appt.

School Response

School Comment: Please submit Dr Note, so we can change to an excused absence.