



Center Grove

Community School Corporation

HOW TO REPORT AN ABSENCE USING SKYWARD FAMILY ACCESS

To enter an Absence Request using the [Skyward Website](#).

1. Log into [Skyward Family Access](#) and select **Attendance** from the menu options.
2. Click **Absent Requests**
3. Click **Add Request** next to the name of the student you want to submit a request.
4. The *All Day* box defaults to checked, if this is correct leave the default start and end times as is.
5. Enter the **Start Date** and **End Dates**.
 - o If an extended absence will span over the weekend, two separate absences will need to be entered.
6. To request a partial day, uncheck **All Day** and enter the **Start** and **End Times** your student will be absent.
7. Use the **Reason** drop-down and **Comments** box to explain the absence.
8. When finished, click **Save**.
9. The absent request will appear as **Pending**.
 - o You will receive a confirmation email stating the request has been created.
 - o Once the school office has processed the absence request, you'll receive an additional email confirmation.
 - o Approved absences will be visible on the attendance tab

The screenshot displays the Skyward Family Access interface for Jane Smith. The left sidebar shows the 'Attendance' menu item highlighted with a blue circle '1'. The main content area shows 'Attendance' with a sub-tab 'Absence Requests' highlighted with a blue circle '2'. Below this, there is a table with columns for 'Date' and 'Attendance'. A modal window titled 'Absence Requests' is open, showing a list of requests for Jane (Center Grove High School) with an 'Add Request' button highlighted by a blue circle '3'. A second modal window titled 'Add Request' is open, showing the form for creating a new request. The form includes fields for 'Start Date' (02/14/2022) and 'End Date' (02/14/2022), a checked 'All Day' checkbox, a 'Reason' dropdown menu, and a 'Comments' text area. The 'Save' button at the bottom right is highlighted with a blue circle '8'. Other callouts include '4' on the 'All Day' checkbox, '5' on the 'Start Date' field, and '6' on the 'All Day' checkbox.

HOW TO REPORT AN ABSENCE USING SKYWARD FAMILY ACCESS

To report an absence using the [Skyward App](#):

1. Log into your Skyward App.
2. Click on the main menu (three lines) option in the right corner of the screen or swipe from the right side. Choose *Attendance*.
3. Click on the *Add Absence Request* link.
4. Enter the *Start Date* and the *End Date*.
5. The *All Day* toggle defaults to *on (green)*, if this is correct enter a reason, comment and click *Submit*.
6. Enter the **Start** and **End Times** your student will be absent.
7. Choose a reason for the absence from the drop-down menu.
8. Add a comment for the office.
9. When finished, click SUBMIT.
10. The absent request will appear as **Pending**.
 - o You will receive a confirmation email stating the request has been created.
 - o Once the school office has processed the absence request, you'll receive an additional email confirmation. Approved absences will be visible on the attendance tab

The image shows two screenshots from the Skyward App. The left screenshot shows the home screen with the Skyward app icon circled in yellow (1). Below it, the 'FULL MENU' is open, and the 'Attendance' option is selected (2). The right screenshot shows the 'Add Absence Request' form (3). The form includes fields for Student (Jane Smith), School (Center Grove High School), Start Date (02/14/2022) (4), End Date (02/14/2022) (4), All Day toggle (5), Start Time (06:00 AM) (6), End Time (06:00 PM) (6), Reason (7), and Comment (8). A 'Submit' button is visible at the top right (9).

HOW TO CHANGE LOGIN OR PASSWORD IN SKYWARD FAMILY ACCESS

Log into [Skyward Family Access](#), select the My Account link in the upper right corner next to your name. Click on the *Change Password* or *Change Login* button on the right side. Enter the requested information and Click Save.