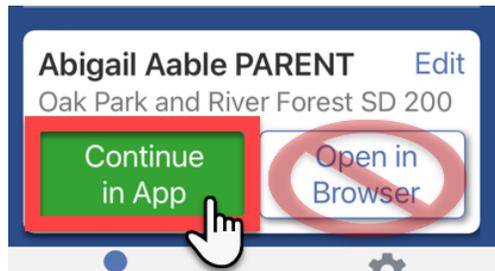
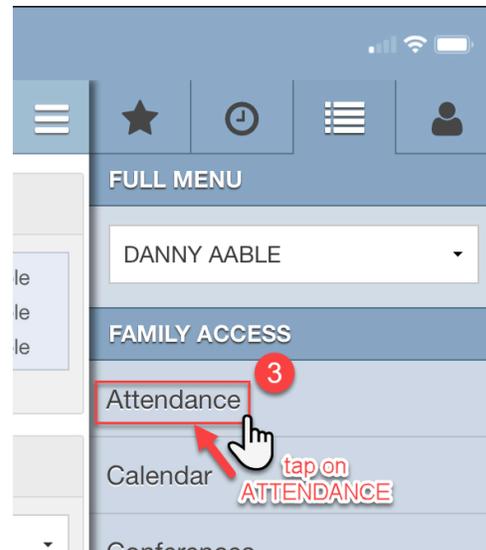
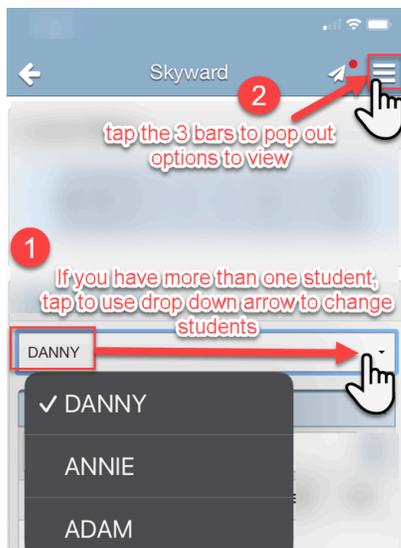


Absence Request Instructions for Skyward Mobile App

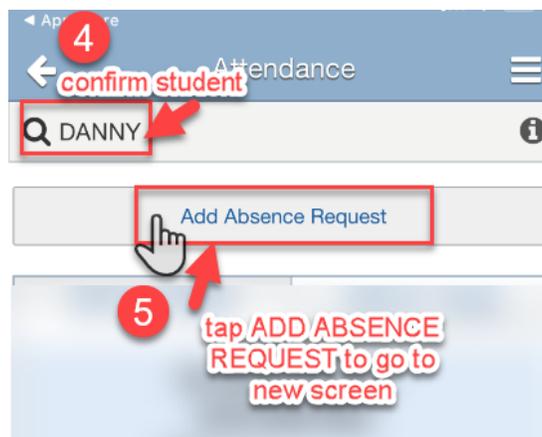
Open the Skyward Mobile App on your phone or tablet. Choose “CONTINUE IN APP”



1. Check the student name showing. If you have more than one student, tap to use the drop down arrow to change between student(s).
2. Tap the 3 bars in the upper right corner to get a pop out menu of options to view.
3. Tap on ATTENDANCE for a new screen.



4. Confirm student name again
5. Tap on ADD ABSENCE REQUEST for new screen



6. Student name visible, cannot be changed on this screen
7. Confirm OPRFHS, if you use Skyward app for multiple students in multiple schools, this may be needed
8. Enter the START/END dates by tapping on calendar icon
9. Choose if the request will be for all day with the YES/NO button. Default will show YES.
 - a. If NO, you will get a new field drop down to input START/END times. Tap on clock icon.

Remember to choose AM/PM appropriately

10. Tap to choose REASON (parent/guardian excused, mental wellness, religious holiday, bereavement)
11. If desired, tap in COMMENT field to enter brief details for Attendance staff.
12. If you have multiple students, you may choose to COPY ABSENCE REQUEST for each student. Use the toggle YES/NO buttons next to each student name and choose a reason if needed.
13. Tap to SUBMIT at the top of the screen. Status of all requests are visible on the ATTENDANCE screen.

Parent/guardian will receive an email notification that an absence request has been submitted for student. Please refer to email and contact attendance@oprfs.org if there are any issues or if you did NOT submit the request.

****Attendance office staff will process requests within 24 school hours.****

**Absence requests, emails or phone calls to excuse student absence must be received by 9:00pm on the same day of the absence. Any questions, please contact your student's dean.