

# Absence Request Instructions for Family Access

Log into Parent/Guardian [Skyward Family Access](#) - full desktop version

Default screen upon login is the HOME tab.

1. On the left side, click the ATTENDANCE tab.
2. Make sure you are logged in as the parent or guardian - NOT the student
3. Choose a student name, or if your request will apply to all of your students, then choose ALL STUDENTS.
4. Click the ABSENCE REQUESTS link

The screenshot shows the Skyward Family Access interface. The user is logged in as ABIGAIL AABLE. The left sidebar has the 'Attendance' tab selected. A dropdown menu is open showing 'All Students', 'ADAM AABLE', 'ANNIE AABLE', and 'DANNY AABLE'. The 'Absence Requests' link is highlighted in the top right. Annotations include: '1 Click on the ATTENDANCE tab' pointing to the sidebar; '2 Please be sure you are logged in as the parent/guardian - NOT as student' pointing to the user name; '3 choose one student or ALL' pointing to the dropdown menu; and '4 Click the Absence Requests link to see all requests in system' pointing to the 'Absence Requests' link.

New ABSENCE REQUESTS screen listing all parent/guardian absence requests. Click ADD REQUEST

**System lists ALL absence requests done via Family Access**

The screenshot shows the 'Absence Requests' screen for ADAM (OAK PARK & RIVER FOREST HS). A table lists a pending request for 'Thu Aug 31, 2023' with the reason 'Parent/Guardian Excused'. An 'Add Request' button is highlighted in the top right. An annotation '1 click to add request' points to the button.

Status	Start Date/Time	End Date/Time	Reason
Pending	Thu Aug 31, 2023	Thu Aug 31, 2023	Parent/Guardian Excused

New ADD REQUEST screen (see screenshot next page) with specifics to choose will pop out.

1. Choose the start/end date. Click the calendar icon to choose date.
2. If your request is for all class periods in the day, check the box.
3. If not all day, uncheck the box and a pop out of start/end times will appear. Click the clock icon to choose time. **Please be aware of the AM/PM choice.**
4. Choose reason. Click the drop down arrow for options. (Parent/Guardian Excused, Mental Wellness, Religious Holiday, Bereavement)
5. If desired, enter brief details in the comment field for Attendance staff.
6. If you picked ALL students, then your request can now be copied to all of your students by using the check boxes next to each student name.
7. Click on SAVE to send the request. The status of the request is visible on the ABSENCE REQUESTS screen.

**Parent/guardian will receive an email notification that an absence request has been submitted for student. Please refer to this email and contact [attendance@oprfs.org](mailto: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 [attendance@oprfs.org](mailto:attendance@oprfs.org) or your student's dean.

**check the box for all day if needed.**

Student: **ADAM AABLE** School: **OAK PARK & RIVER FOREST HS**

\* Start Date: 09/01/2020 \* End Date: 09/01/2020

All Day \* Start Time: 6:00 AM \* End Time: 6:00 PM

\* Reason: Bereavement

\* Comments: funeral

**Copy Absence Request to**

- ANNIE at OAK PARK & RIVER FOREST HS Reason:
- DANNY at OAK PARK & RIVER FOREST HS Reason:

Click arrow for drop down list of absence reasons to choose

- Parent/Guardian Excused
- Mental Wellness
- Religious Holiday
- Bereavement

Back Save

Annotations: 1 (Start Date), 2 (School), 3 (All Day), 4 (Reason), 5 (Comments), 6 (Copy Request), 7 (Save)

**New ABSENCE REQUESTS screen will show you the status of ALL of your requests:** pending, denied, accepted. If you have multiple students, it will separate them out by student and show them all. Choose to **EDIT** or **DELETE** as needed for your student(s)

**Lists status of ALL absence requests for family in system: pending, denied and accepted**

**edit or delete as needed**

Student	Status	Start Date/Time	End Date/Time	Reason
ADAM (OAK PARK & RIVER FOREST HS)	Pending	Wed Oct 7, 2020	Wed Oct 7, 2020	Religious Holiday
	Accepted	Wed Sep 2, 2020	Wed Sep 2, 2020	
	Pending	Wed Sep 2, 2020	Wed Sep 2, 2020	
	Denied	Mon Aug 31, 2020 8:00am	Mon Aug 31, 2020 1:15pm	
ANNIE (OAK PARK & RIVER FOREST HS)	Accepted	Thu Aug 27, 2020	Thu Aug 27, 2020	
	Pending	Wed Oct 7, 2020	Wed Oct 7, 2020	Religious Holiday
	Accepted	Wed Sep 2, 2020	Wed Sep 2, 2020	