

Skyward Family Access: Entering an Absence

1. Select your student (if you have multiple)
2. Go to **“Attendance”** module
3. Click on **“Absence Request”**
4. Click on **“Add Request”**
5. Enter all required information- enter your day/dates, check **or** uncheck **“all day”**, select a **Reason**, enter a **comment**, click **“Save”**

Family Access [dropdown] My Account | Exit

KWRL Website/Portal OSPI Ridgefield School District Home Page Community Education

Attendance

Today's Attendance: Sat Aug 29, 2020

No Absences or Tardies were recorded for [student ID]

[student ID] (INTERMEDIATE)

Date	Attendance	Period	Class
No Absences or Tardies were found.			

[Absence Requests](#)

Absence Requests

[student ID] RIDGE INTERMEDIATE)

[Add Request](#)

No Absence Requests to display.

Add Request

Student: School: **SUNSET RIDGE INTERMEDIATE**

* Start Date: 09/01/2020 **All Day**

* End Date: 09/01/2020

* Reason: Parent's work schedule COVID

* Comments: parent will be working; will log on this evening

(*) Indicates a required field.

08/29/20 is not a School Day.

If the absence will not be an **all day** absence, **add the start and end time.**

School: **SUNSET RIDGE INTERMEDIATE**

All Day

* Start Time: 8:05 AM

* End Time: 9:30 AM

Your request will be set to “pending” until reviewed by the Attendance Secretary.

Absence Requests

RIDGE INTERMEDIATE) Add Request

	Status	Start Date/Time	End Date/Time	Reason
Edit Delete	Pending	Tue Sep 1, 2020	Tue Sep 1, 2020	Parent's work schedule COVID
Comment: parent will be working; will log on this evening				