



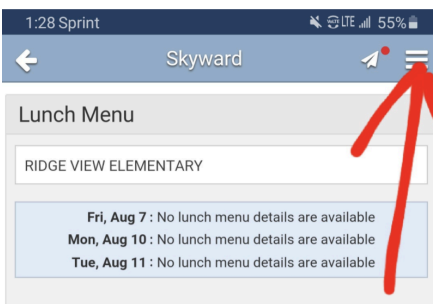
SHMS Family Access Check In/Out or All Day Absence Request

This feature allows parents/guardians to submit an online absence request to the attendance office when a student has an all day absence or is checking in/out.

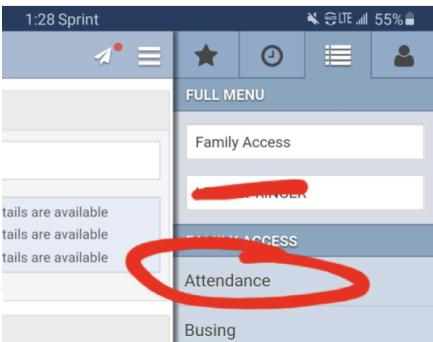
Log into Skyward (<https://skystu.jordan.k12.ut.us/>) using your parent login. If you need your login information, please contact the attendance office (801.412.2405).

Mobile App Instructions

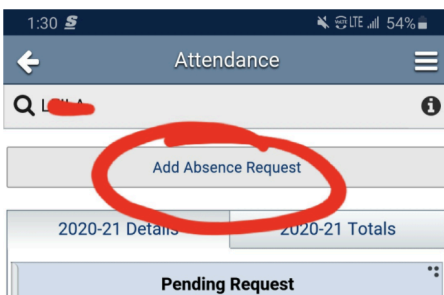
1. Once logged in to the mobile version of Skyward Family Access, select the **four bars in the upper right-hand corner** to see the Full Menu.



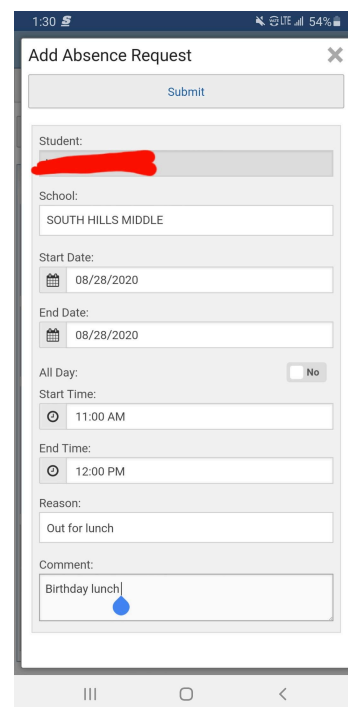
2. Click on **Attendance**.



3. Click on **Add Absence Request**.



4. To excuse an all day absence, input the **Start Date** and **End Date**. To enter a check in or out, slide the green switch off of **All Day**. Input the **Start Time** and **End Time** (the time period the student was/will be out of school). Select the **Reason** for the absence from the drop-down. Add a **Comment** (optional).



Computer/Desktop Instructions

1. Once logged in to Family Access, select the student from the drop-down in the upper left-hand corner. Select **Attendance**, then **Absence Request**.

Family Access
TAYLOR SWIFT

Attendance

Today's Attendance: Fri Aug 7, 2020
No Absences or Tardies were recorded for TAYLOR.

TAYLOR (SOUTH HILLS MIDDLE)

Date	Attendance	Period	Class
No Absences or Tardies were found.			

Absence Requests

2. Click on **Add Request**.

Absence Requests

TAYLOR (SOUTH HILLS MIDDLE)

Status	Start Date/Time	End Date/Time	Reason
Edit Delete Pending	Mon Aug 31, 2020	Mon Aug 31, 2020	Funeral
Edit Delete Pending	Fri Aug 28, 2020 8:00am	Fri Aug 28, 2020 11:00am	Check-in/out for appointment Comment: dr appt
Edit Delete Pending	Tue Aug 25, 2020 2:00pm	Tue Aug 25, 2020 6:00pm	Out for lunch Comment: Neighbor Betty Abcdeg checking her out

Add Request

3. To excuse an all day absence, input the **Start Date** and **End Date**. To enter a check in or out, make sure the All Day box is unchecked. Input the **Start Time** and **End Time** (time period the student was/will be out of school). Select the **Reason** for the absence from the drop-down. Add a **Comment** (optional).

Add Request

Student: TAYLOR SWIFT School: SOUTH HILLS MIDDLE

* Start Date: 08/10/2020 All Day Start Time: 6:00 AM

* End Date: 08/10/2020 * End Time: 10 : 00 AM

* Reason: Check-in/out for appointment

Comments: Dr. Appointment

(*) Indicates a required field.

Back Save

Parent/guardian will see **Pending Absence Requests** and will receive an automated email notifying them of the request.

Absence Requests

TAYLOR (SOUTH HILLS MIDDLE)

Status	Start Date/Time	End Date/Time	Reason
Edit Delete Pending	Fri Aug 28, 2020 10:00am	Fri Aug 28, 2020 12:00pm	Out for lunch Comment: Birthday Lunch

Add Request