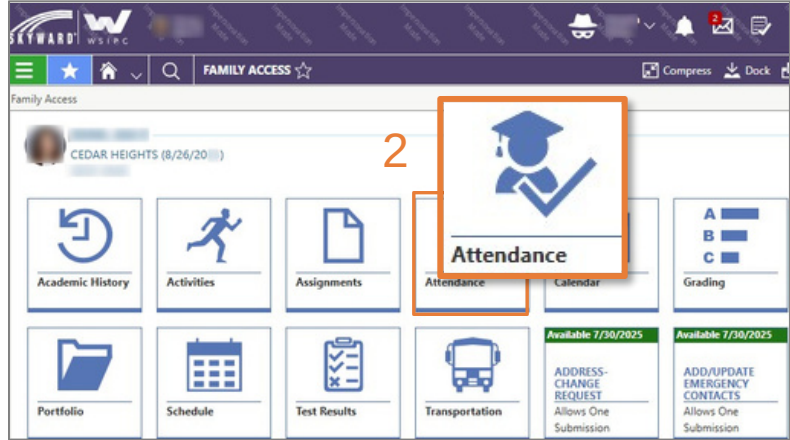


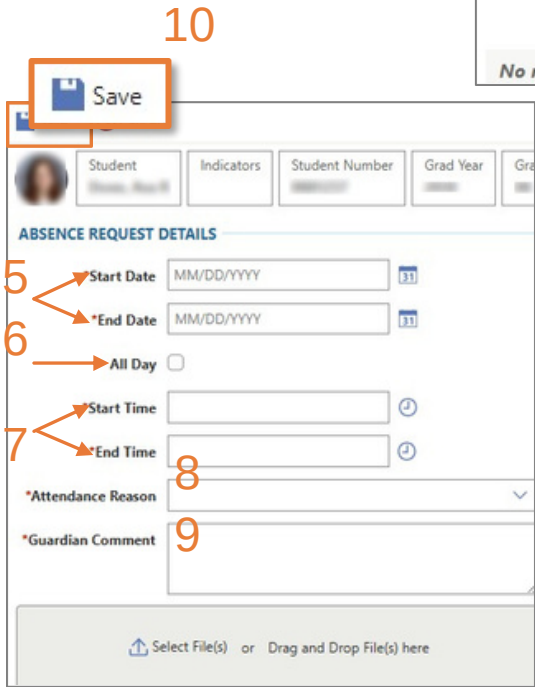
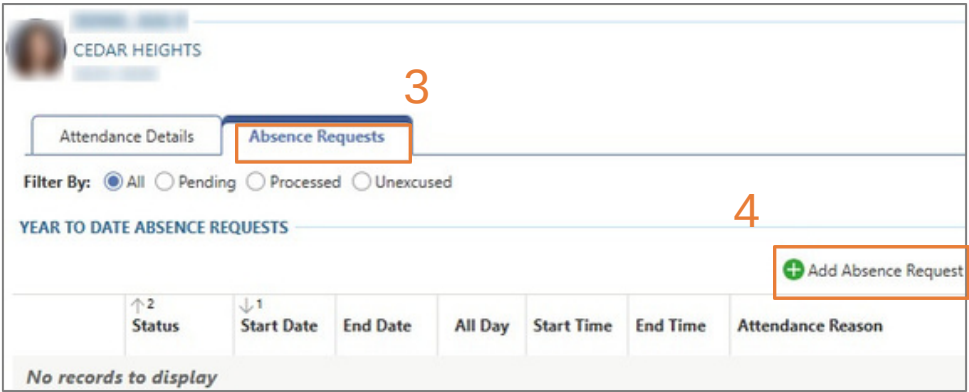
SUBMITTING AN ABSENCE REQUEST

Through Your Web Browser

1. Login to **Skyward Family Access** at lynden.wednet.edu with your **Skyward Login ID** and **password**.
 - If you don't know or have forgotten your Login ID or password, please contact your student's school office.
2. Select the **Attendance** tile from the home screen.

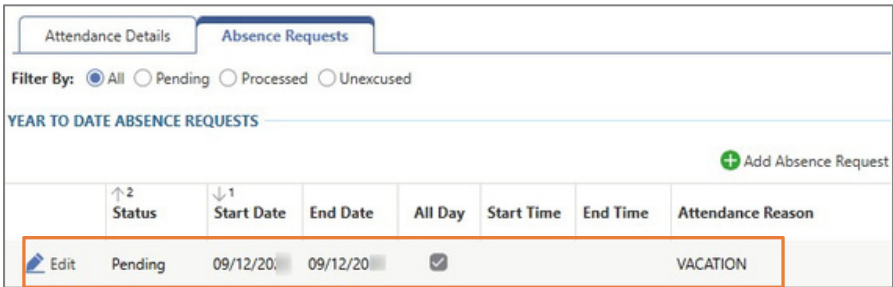


3. Select the **Absence Requests** tab.
4. Click **Add Absence Request**.



5. Enter the **Start and End Dates** of the absence.
6. If the absence will span the entire day, check the **All Day** box.
7. If the absence will span part of the day, enter the **Start and End Time**.
8. Select an **Attendance Reason** using the dropdown menu.
9. Enter a **Comment** about the absence.
10. Click **Save**.

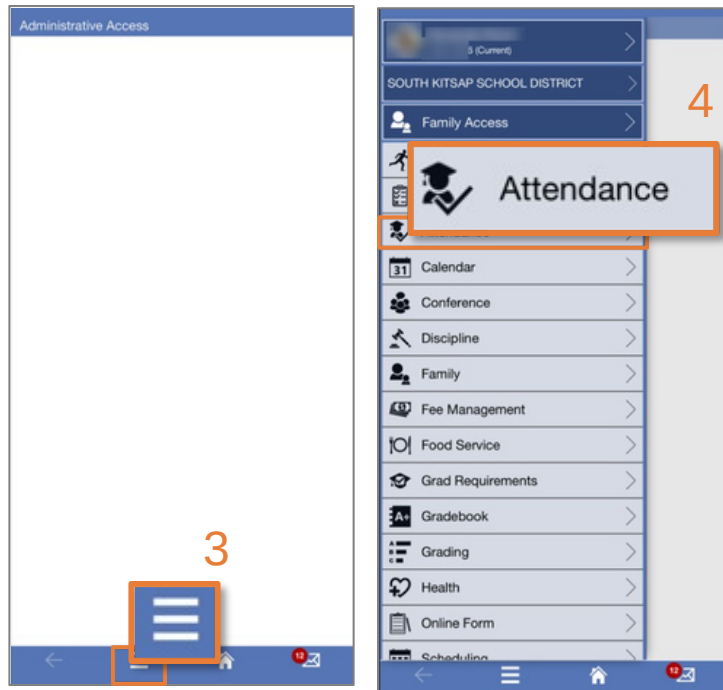
The absence request is now visible under the **Absence Requests** tab.



SUBMITTING AN ABSENCE REQUEST

Through the Skyward Mobile App

1. Open the **Skyward Family Access App**.
 - Make sure your Skyward Family Access Update instructions can be found at lynden.wednet.edu. Click on the Skyward Link under Most Visited Links.
2. Login with your **Skyward Login ID** and **password**.
 - If you don't know or have forgotten your Login ID or password, please contact your student's school office.
3. Click the **Menu** button at the bottom of the screen (three stacked lines).
4. Select the **Attendance** tab, then select the **Current Attendance** sub-tab that appears.



5. Click **Add Absence Request**.
6. Enter the **Start and End Dates** of the absence.
7. If the absence will span the entire day, check the **All Day** box.
8. If the absence will span part of the day, enter the **Start and End Time**.
9. Select an **Attendance Reason** using the dropdown menu.
10. Enter a **Comment** about the absence.
11. Click **Save**.

