

## **AFJH ATTENDANCE**

Attendance Secretary: Audra Plucker

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**Policy** - Students are expected to be in attendance and participate every day of the school year in order to receive maximum benefit from their educational opportunities. Once they arrive on school property, they become the responsibility of the school. If they leave campus for any reason, they need to be excused through the attendance office. (See the check-out procedure below).

**Absence from school** - Students who are absent for any reason, should have a parent or guardian report the absence within one week using one of the following methods:

- 1) Excuse FULL DAY attendance in your parent Skyward.
- 2) Email [afjhattendance@alpinedistrict.org](mailto:afjhattendance@alpinedistrict.org)
- 3) Call (801)610-8752
- 4) Get a doctor's note and bring it to the attendance office.

\*Please allow one business day for attendance to be entered into Skyward.\*

**Check-in late** - Students who arrive late to school should report immediately to the attendance office to receive a check-in-slip. To excuse the late entry, you must have one of the following:

- 1) dated note signed by a parent stating the time you arrived at school
- 2) doctor's note from an appointment
- 3) Email [afjhattendance@alpinedistrict.org](mailto:afjhattendance@alpinedistrict.org)
- 4) parent present, if no note is sent
- 5) have a parent call the attendance office

**Check-out** - If a student needs to leave school during school hours, **he/she must check out at the attendance office.** Please plan ahead for checkout(s).

The following procedure should be followed:

- Only a parent, guardian, or others on the approved emergency contact list (located in Skyward) may check out a student
- Qualified person **MUST come to the attendance office window** and present a photo ID to check the student out
- Students who leave school without checking out will be marked absent or truant

- Students who return to school the same day must check back in at the attendance office before returning to class.

## Excusing Absences in Skyward

This tutorial shows how a parent/guardian can excuse absences for their student through the Skyward Family Access Parent Portal. The process of excusing absences is called 'Absence Request' in Skyward.

1. Login to [Skyward](#) with a Parent/Guardian\* account (aka. Family Access Portal). See Figure 1 below.

1. If you have forgotten your Skyward username or password, click [here](#).
2. Enter your home email address. Click 'Submit'. This email address must be on file in Skyward.
3. You will receive an email promptly indicating your Skyward User ID along with a password reset link (be aware of spaces in the User ID) \*\*. Change the password if needed with the reset link.

\* Student accounts do not have access to make Absence Requests.

\*\*If you do not receive the email (check spam) or please feel free to call the school.

2. Select the Attendance tab located in the left menu (see Bubble 2)

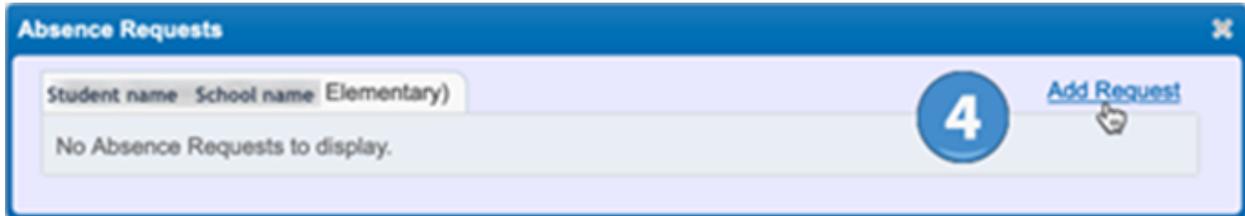
3. Click on the 'Enter Absence Requests' link (see Bubble 3)

The screenshot shows the Skyward Parent Portal interface. On the left is a navigation menu with the 'Attendance' tab highlighted. The main content area is titled 'Attendance' and shows 'Today's Attendance: The Jan 21, 2016' with a button labeled 'Enter Absence Request' circled in blue with a '3'. Below this, it lists 'Jon (High School-Grades 9-12)' and shows attendance for 'Mon Jan 18, 2016' and 'Mon Nov 23, 2015'. The 'Mon Jan 18, 2016' section has a table with two rows: 'Art 1/Art Introduction' (EXCUSED, Period 1) and 'English Survey S1' (EXCUSED, Period 2). The 'Mon Nov 23, 2015' section has a table with eight rows, all marked as 'UNEXCUSED (FAMILY VACATION)'. On the right, there is a 'YTD Day Totals' bar chart showing 'Excused' (7.5 days) and 'Unexcused' (1 day) for 'Jon'. A legend at the bottom of the chart identifies the bars as 'Excused' (blue) and 'Unexcused' (purple). A blue bubble with the number '2' is placed over the 'Attendance' tab in the left menu.

Figure 1. Skyward Parent Portal (Family Access)

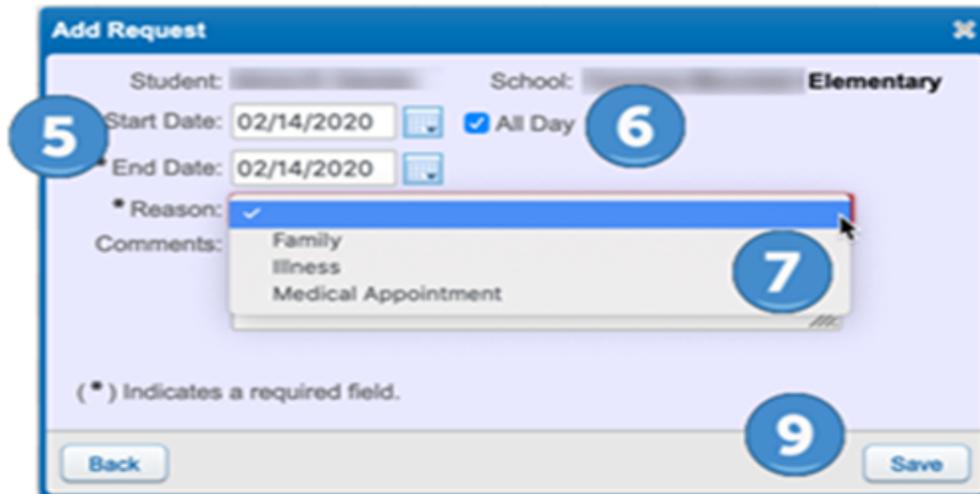
## Excusing Absences in Skyward (cont.)

- Once 'Enter Absence Request' is clicked, a new browser pop up will open (see Figure 2). Locate the desired student and click on the adjacent 'Add Request' (see Bubble 4)



**Figure 2. Absence Request Pop Up (selecting student(s))**

- When the 'Add Request' pop up opens (See Figure 3), enter the date or date range the student will be absent. If only one day of absence is being requested, the Start Date and End Date will be the same (see bubble 5). *By default the current date is entered automatically.*
- Check the 'all day' box (see Bubble 6). This indicates that the student will not be in school on the date(s) indicated.
- Optional: You may select a reason for the absence from the list but it is not required.
- Optional: Enter a 'comment' to give more information to the school office if desired.



**Figure 3. Add a Request**

9. Click 'Save'. The online Absence Request will be forwarded to the school Attendance Secretary. The school Secretary will review the request and will either approve it or deny it. You will receive a notification of the status of your request via email. **AFJH will only be approving FULL DAY attendance by the online Absence Request.**

Note: There is an option to edit the absence request or delete it after it has been submitted (see Figure 4). Click on 'Edit' or 'Delete' to make any modifications.



		Status	Start Date/Time	End Date/Time	Reason
<a href="#">Edit</a>	<a href="#">Delete</a>	Pending	Fri Feb 14, 2020	Fri Feb 14, 2020	Illness

Figure 4. Absence Request Screen

[Click for directions on updating emergency contacts](#)