

Attendance Request - Skyward Family Access

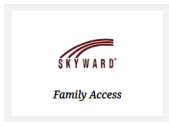
DSHS

For all day absences or absences for any portion of the school day. Parents must verify these absences by submitting an absence request through Skyward Family Access.

For late arrivals or early release, please send the requests through Skyward Family Access. Early release passes will be sent to students as soon as possible. *** Early release requests **must be submitted at least 30 minutes prior** to the release time that is requested ***

Log into Skyward Family Access

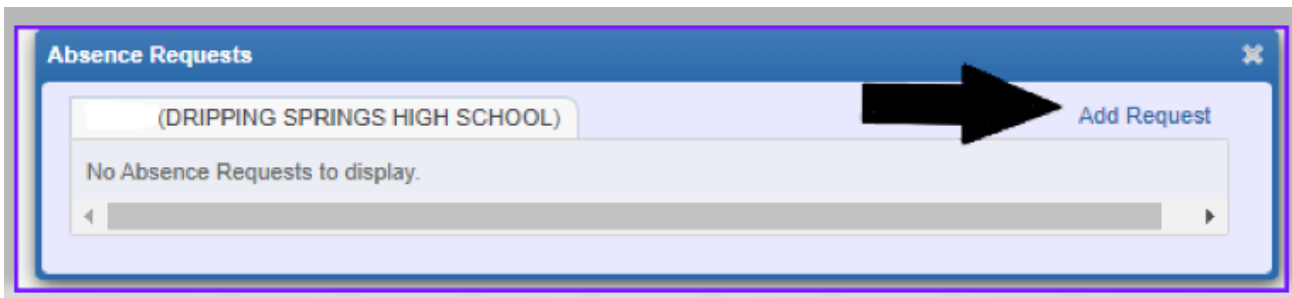
www.dsisdtx.us



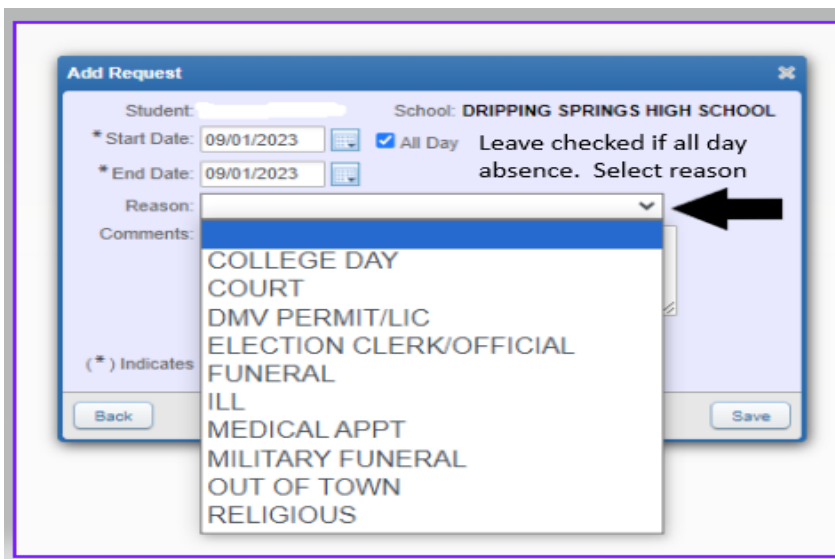
Click on the Attendance Tab



Click on Add Request



If all day absence leave "All Day" checked



If arriving late or absent for any portion of the day. Uncheck the "All Day" box and it will bring up Start and End Times.

Student: [redacted] School: DRIPPING SPRINGS HIGH SCHOOL

* Start Date: 09/01/2023 All Day * Start Time: 6:00 AM

* End Date: 09/01/2023 * End Time: 6:00 PM

Reason: [dropdown arrow]

Comments: If arriving late or leaving early uncheck the "All Day" Box and enter correct times. Use drop down arrow to select the reason or put in a comment. Click Save

(*) Indicates a required field.

Back Save

Once times have been entered click Save. It will show the request and allow it to be edited and or deleted.

		Status	Start Date/Time	End Date/Time	Reason
Edit	Delete	Pending	Fri Sep 1, 2023 6:00am	Fri Sep 1, 2023 6:00pm	

Requests will automatically be sent to the attendance office. Early Dismissal passes will be sent to students as soon as possible. Please note that all requests will show pending until processed. Please allow 1 business day for requests to be processed.