1. Login to Family Access
2. Click on Attendance Tab
3. Select the Enter Absent Request link

4. Select Add Request
5. Enter the Start Date and Time and the End Date and Time
6. Click the drop-down list to select a Reason why your student will be absent.
7. **Enter a Comment** (mandatory if your student is sick, need to enter the symptoms, flu, high fever, etc.)
8. Click Save – The status will be pending and awaiting approval from the attendance office. You also have the capability to Edit the record as well as to Delete the request.

Family 1, Guardian 1 will receive an email stating an absence request has been added.

From ▾	do.not.reply@oasd.org
To...	your email.com
Cc...	
Bcc...	
Subject	Absence Notification Request add for "your student name"

An Absence Notification Request has been submitted for "Your Student Name" by "Guardian/Parent that entered absence" on 10/12/2016. Absent from: 12/02/2016 at 7:00 AM to: 12/02/2016 at 3:00 PM Reason for Absence: COLLEGE VISIT Additional Comment: --

OCONOMOWOC AREA SCHOOL DISTRICT District Web Site: www.oasd.k12.wi.us State: WI District Code: 4060 Student

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Denied Request

You may only excuse an absence within 48 hours of the absences. Absences older than 48 hours will remain unexcused. If your absence is Denied you will see this when you log on to your Family Access account and the reason will be in the School Comment .

Absent Request has been **denied.**

The Absent Request submitted for student on Mon Oct 10, 2016 has beed **denied.** Go to your Absent Requests for further information.
☐ Do not display this message

Absent Requests ✖

(High School)			Add Request
Status	**Absent From**	**Absent To**	**Reason**
Accepted	Fri Dec 2, 2016 6:00am	Fri Dec 2, 2016 6:00pm	COLLEGE VISIT
Accepted	Fri Nov 18, 2016 6:00am	Fri Nov 18, 2016 6:00pm	VACATION
Comment: Soccer Tournament			
Denied	Mon Oct 10, 2016 6:00am	Mon Oct 10, 2016 6:00pm	ILLNESS
Comment: Fever			
School Comment:	Absence was past the 48 hour call in time		