

## Entering Absence Request through Family Access

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

- Home
- New Student Online Enrollment
- Online Registration
- Online Forms
- Arena Scheduling
- Ethnicity/Race
- Calendar
- Gradebook
- 2) Attendance
- Student Info

**Attendance**
3) [Enter Absent Request](#)

Today's Attendance: Fri Jan 22, 2016

No Absences or Tardies were recorded for Jon.

Jon (High School-Grades 9-12)

Date	Attendance	Period	Class
Mon Jan 18, 2016	EXCUSED	1-2	<a href="#">View Classes</a>
Mon Nov 23, 2015	UNEXCUSED (FAMILY VACATION)	1-8	<a href="#">View Classes</a>
Fri Nov 20, 2015	UNEXCUSED (FAMILY VACATION)	1-8	<a href="#">View Classes</a>
Thu Nov 19, 2015	UNEXCUSED (FAMILY VACATION)	1-8	<a href="#">View Classes</a>
Wed Nov 18, 2015	UNEXCUSED (FAMILY VACATION)	1-8	<a href="#">View Classes</a>
Tue Nov 17, 2015	UNEXCUSED (FAMILY VACATION)	1-8	<a href="#">View Classes</a>
Mon Nov 16, 2015	UNEXCUSED (FAMILY VACATION)	1-8	<a href="#">View Classes</a>
Wed Oct 21, 2015	PRESENT (ATHLETIC/CO-CURR EVENT)	3	Physical Education 11

View Charts By Period Day

**YTD Day Totals**

Excused Unexcused

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.

Absent Requests ✕

Jon (High School-Grades 9-12)
4) [Add Request](#)

		Status	Absent From	Absent To	Reason
Edit	Delete	Pending	Fri Jan 22, 2016 7:00am <span style="color: red;">5)</span>	Fri Jan 22, 2016 6:00pm <span style="color: red;">6)</span>	MEDICAL
Comment: <input type="text"/>					
		Accepted	Tue Aug 18, 2015 10:00am	Tue Aug 18, 2015 12:00pm	MEDICAL
Comment: Jon has a Dr Appt <span style="color: red;">7)</span>					

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*Email Notification of Absence Request*

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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](http://www.oasd.k12.wi.us) State: WI District Code: 4060 Student

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*Denied Request*

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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 been **denied**. Go to your [Absent Requests](#) for further information.

Do not display this message

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			
<b>Denied</b>	Mon Oct 10, 2016 6:00am	Mon Oct 10, 2016 6:00pm	ILLNESS
Comment: Fever			
School Comment: <b>Absence was past the 48 hour call in time</b>			