

1. Click on the Attendance Tab on the left hand side.

Home New Student Online Enrollment	Post a message	Dpc:
Ethnicity/Race	Payment made to Food Service Account	
Gradebook	Thu Jan 5, 2017 2:30am V A payment of \$100.00 was made today. Thu Jan 5, 2017, to the Payor	
Attendance	Account The current balance is now \$94.45.	

2. Click on the 'Enter Absent Request' hyperlink.

Home	Attendance			Enter Absent Request	
New Student	Today's Attendance: Wed Jan 11, 2017				
Enrollment	No Absences or Tardies were recorded for				
Ethnicity/Race	Ridgewood High School)				
Gradebook	Date	Attendance	Period	Class	
Attendance	Tue Jan 10, 2017	Teacher Tardy	4-5	View Classes	

3. Prior absent requests will appear. Click on the 'Add Request' hyperlink.

Absent Requests 🛛 🗱								
	(Ridgewood High School) Add Requ							
	Status	Absent From	Absent To	Reason				
	Accepted	Fri Dec 16, 2016 6:00am	Fri Dec 16, 2016 6:00pm	lliness				
	Comment: Test Entry from Family Access							

4. Enter in the Start Date & Time, End Date & Time, Select a Reason, Enter in a Comment, and click on the Save button.

Add Request	×	
Student:		
School: Ridgewood High School		
* Start Date: 01/12/2017 📖 * Time: 6:00 AM 📴		
* End Date: 01/12/2017 📖 * Time: 6:00 PM 🔃		
Reason: Illness	Ŧ	
Comments: Student Sick		
(*) Indicates a required field.		
Back	Save	