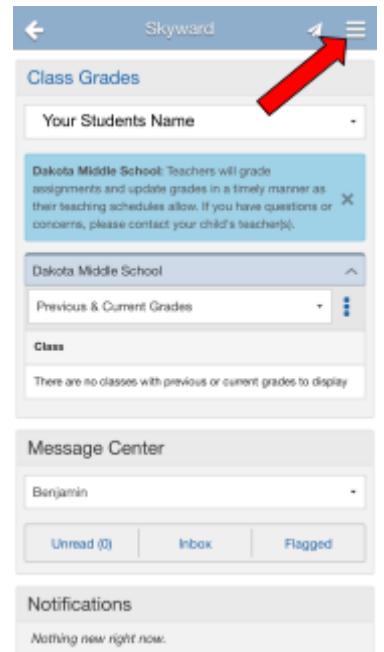


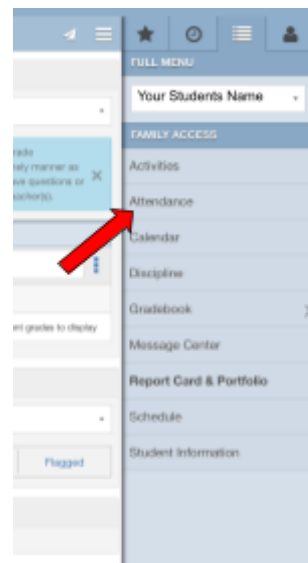
Step 1

When you open Skyward select the 3 lines (hamburger icon) in the top right corner to get a hidden selection screen



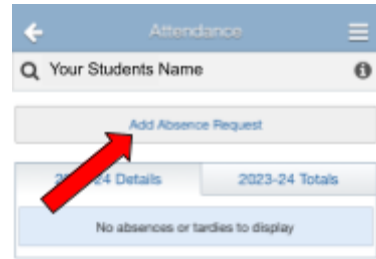
Step 2

Select Attendance



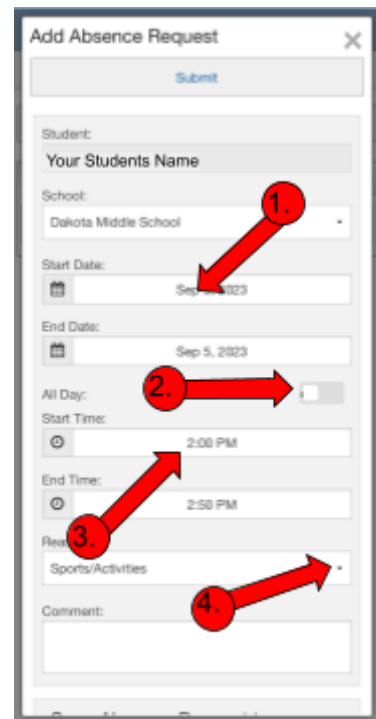
Step 3

Click the Add Absence Request tab



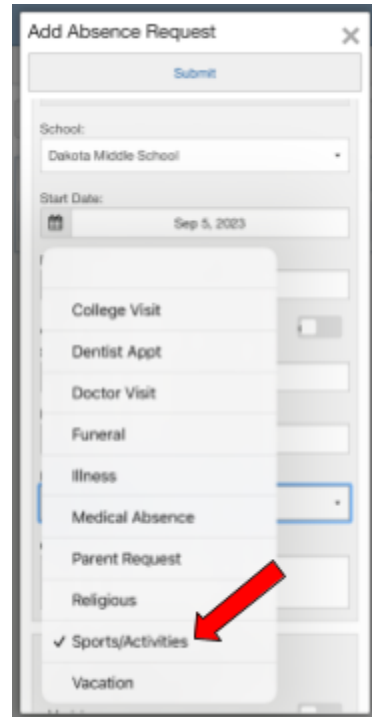
Step 4

1. Click the start date and change it to the date of the away game (the End Date will be the same)
2. Click the All Day tab off (is automatically set to on)
3. Set the Start Time before the assigned leave time that is on the Bus Schedule on the JM Boys Soccer Website
4. Click the Reason box and see Step 5



Step 5

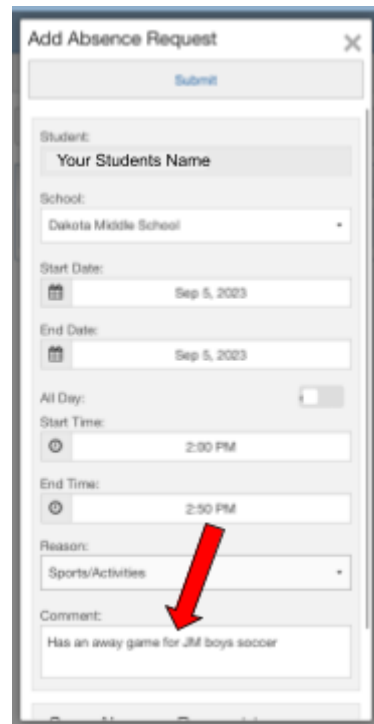
Pick Sports/Activities from the drop down box



The screenshot shows the 'Add Absence Request' form with a dropdown menu open for the reason. The menu options are: College Visit, Dentist Appt, Doctor Visit, Funeral, Illness, Medical Absence, Parent Request, Religious, Sports/Activities (checked), and Vacation. A red arrow points to the 'Sports/Activities' option.

Step 6

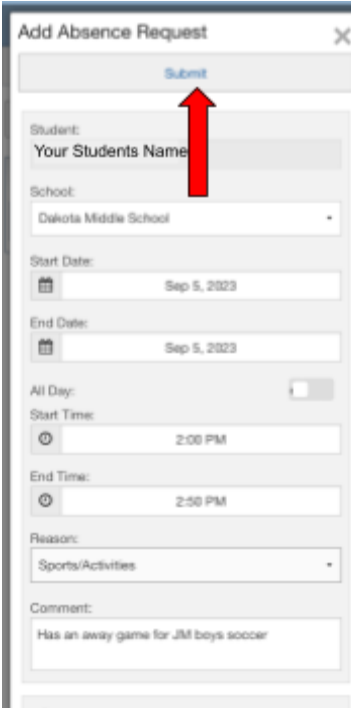
You will need to put a comment in at the bottom in order to submit.



The screenshot shows the 'Add Absence Request' form with the following fields filled: Student: Your Students Name, School: Dakota Middle School, Start Date: Sep 5, 2023, End Date: Sep 5, 2023, All Day: (unchecked), Start Time: 2:00 PM, End Time: 2:50 PM, Reason: Sports/Activities, and Comment: Has an away game for JM boys soccer. A red arrow points to the comment field.

Step 7

Click the SUBMIT button at the top of the page



The screenshot shows a mobile application interface for submitting an absence request. At the top, there is a title bar with the text "Add Absence Request" and a close button (X). Below the title bar is a "Submit" button. The form contains several fields: "Student:" with the text "Your Students Name"; "School:" with a dropdown menu showing "Dakota Middle School"; "Start Date:" with a date picker set to "Sep 5, 2023"; "End Date:" with a date picker set to "Sep 5, 2023"; "All Day:" with a toggle switch; "Start Time:" with a time picker set to "2:00 PM"; "End Time:" with a time picker set to "2:50 PM"; "Reason:" with a dropdown menu showing "Sports/Activities"; and "Comment:" with a text area containing the text "Has an away game for JM boys soccer". A red arrow points to the "Submit" button.