



YT Attendance Reporting Directions

Please call the office at any time for clarifications 717-741-2281.



All school absences need to be reported through your Skyward Account.

Step 1: Sign into your Skyward Family Access on a desktop device, the Skyward App or the internet browser of your cellphone.

Step 2: If you have multiple children associated with your account, please be sure to select the student(s) attached to the day's absence



Step 3: Click on the "Absence Requests" tab.



Filter By: All Pending Processed Unexcused

Step 4: Click on the  Add Absence Request on the far right.


Step 5: Complete the requested fields:

a. Start Date: **The absence will default to the day you are submitting. If the absence is for a future date, you will need to change the start date.**

b. End Date: If your absence will be more than one day, please use this feature. If the absence is for 1 day only, please select the same date.

ABSENCE REQUEST DETAILS

*Start Date 

*End Date 

c. If the absence is for ALL DAY, please SKIP THIS STEP.

If the absence is for an appointment/PARTIAL day, **UNCHECK** the "All Day" box and enter the approximate time period that your student will be out of the building.

All Day

*Start Time 

*End Time 

d. Select an attendance reason from the dropdown menu. Common selections are **ILL** (illness), **AT** (appointment), **TPY** (Regular weekly appointment).

*Attendance Reason

e. Add a brief explanation in the "Comment" box. If applicable, check the "Copy Attendance Request to" box to duplicate the request for your other children enrolled on the district.

Copy Attendance Request to Select

f. Click "Save" in the upper left hand corner to submit the request.



g. When successfully submitted, the submission will appear in the "Year-to-Date Absence Requests."

YEAR TO DATE ABSENCE REQUESTS								
	Status	Start Date	End Date	All Day	Start Time	End Time	Attendance Reason	Guardian Comment
Edit	Delete	Pending	03/03/2021	03/03/2021	<input checked="" type="checkbox"/>		Absence Request	fever, sore throat, body aches

Please note: Late absences cannot be submitted through Skyward Family Access. If you have not submitted your child's absence on or before the date of the absence, please contact your child's building attendance secretary, (717-741-2281), within three (3) days of the absence to make the report.

PLEASE OPT IN TO RECEIVE TEXT MESSAGE REMINDERS WHEN YOUR CHILD IS ABSENT. TEXT "Y" to 67587.

Illness

If your child is ill and is seen by a doctor, please submit a copy of the doctor's note upon your child's return to school. Providing this note "removes" the absence from the student's accumulated absence total. You can also submit notes electronically to:

YAbsences@dallastown.net. Please note, we can only apply the dates provided by your child's doctor's note to your student's attendance record.



Trips

When your child will be absent for a pre-arranged trip, please submit the absence (AAA) via Skyward. Also, please notify your child's teacher **IN ADVANCE** of the absence. **We respectfully request a minimum of one week's notice.** These absences are limited to ten (10) school days within one school year, and may not be taken by 3rd grade students during PSSA testing periods. Please call the main office (717-741-2281) to clarify testing dates. They are typically in late April/early May. Please include the destination and the educational value of the trip in the comment box.



Please consider bringing back a postcard for Mr. Bouchillon's travel bulletin board! 😊

Appointments

While we do not require a Skyward submission to leave early for an appointment, it is particularly helpful if you complete one of the two options below...

1. Report the early departure through Skyward (see step 5 c above) **OR**
2. Email the classroom teacher **AND** notify the main office at 717-741-2281 or YAbsences@dallastown.net.

