

Entering Absence Requests

To enter an absence for a student, login to My SSO on the District Website: www.minnetonkaschools.org

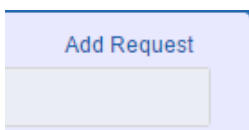
1. Go to Skyward and click on Attendance from the left column.



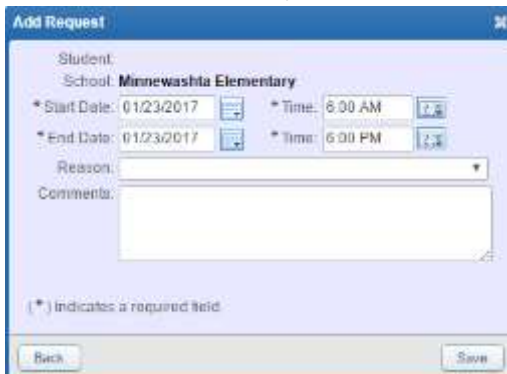
2. From Attendance, click on Enter Absent Request.



3. From here, each of your children are listed. Click on Add Request for the child you are entering an absence for.



4. Enter Start Date – Time, End Date – Time and the Reason and optional Comments.

A screenshot of the 'Add Request' form. The form has a blue header and contains the following fields: 'Student' (text input), 'School' (dropdown menu, currently set to 'Minnewashta Elementary'), '* Start Date' (calendar icon, set to '01/23/2017'), '* Time' (time dropdown, set to '8:00 AM'), '* End Date' (calendar icon, set to '01/23/2017'), '* Time' (time dropdown, set to '6:00 PM'), 'Reason' (dropdown menu), and 'Comments' (text area). At the bottom, there is a note '(*) Indicates a required field' and two buttons: 'Back' and 'Save'.

Click Save when finished.