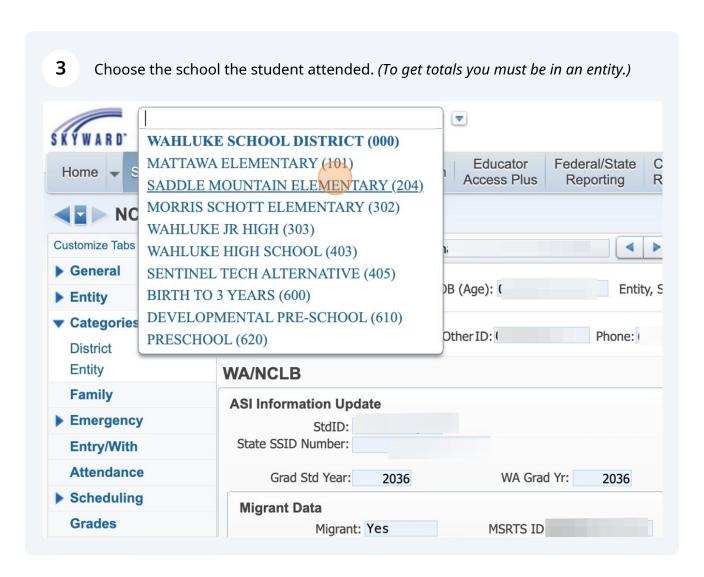
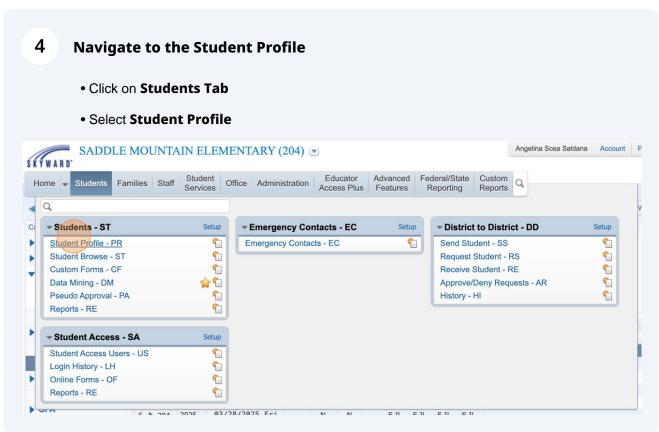
Access Student Absence Totals in Skyward (SMS)

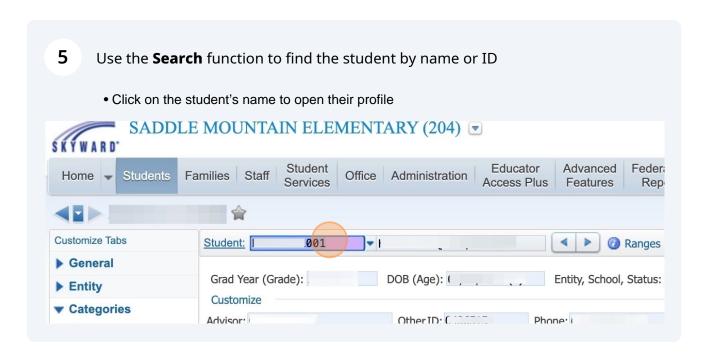
Use this guide to quickly locate and review individual student absence totals within the Skyward Student Management System (SMS).

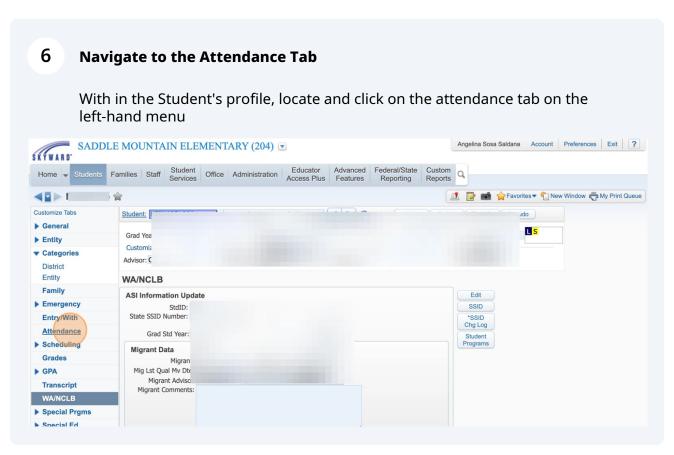
Log in to Skyward (SMS 2.0)
Use your district login credentials to access the Skyward SMS system.





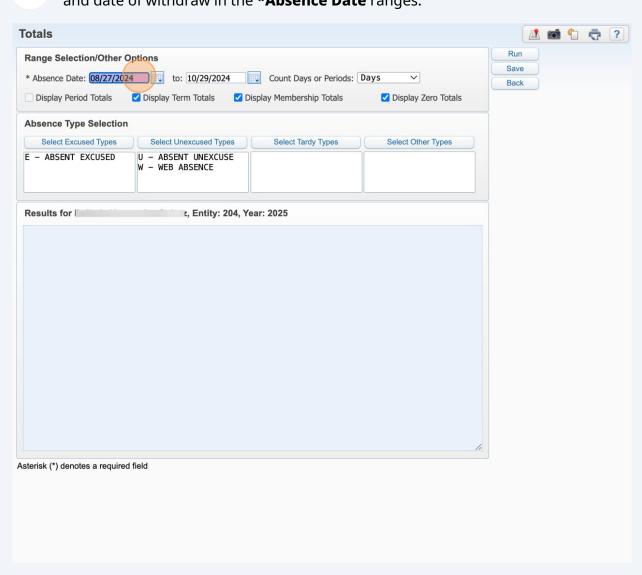




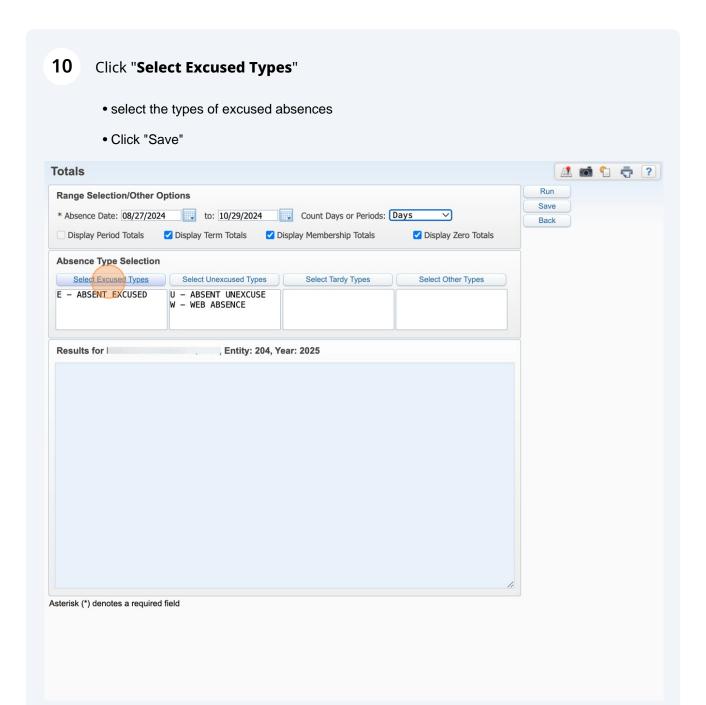


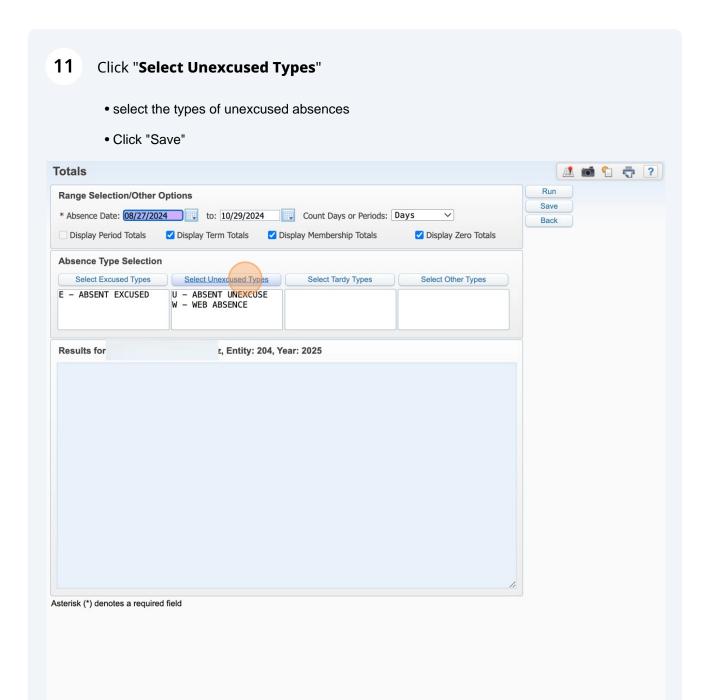
7 On the right click "Totals" SADDLE MOUNTAIN ELEMENTARY (204) 💌 Angelina Sosa Saldana Account Preferences Exit ? Home Washington Students Families Staff Student Services Office Administration Administration Access Plus Features Reporting Reports Q A Section | March | M ◀ ▼ ► Attendance Tab ★ Student: Ranges Add Delete Transfer Pseudo Customize Tabs ▶ General Grad Year (Grade): DOB (Age): Entity, School, Status: 204, 204, A Default: 204, 204, A Customize **▼** Categories Other ID: Phone: State ID: Advisor: District Attendance Family Views: General ✓ Filters: *All Attendance ✓ T III 🕙 🔍 **▶** Emergency Ent ▼ Year Atnd Date Nbr Cmnt P-N -00 -01 -02 -03 -04 1 ≥ 204 2025 05/20/2025 Tue N N E-IL E-IL E-IL E-IL E-IL E-IL E-IL Add Entry/With <u>E</u>dit Attendance 2 ▶ 204 2025 05/09/2025 Fri Y N - E-DR E-DR E-DR E-DR Delete 04/28/2025 Mon 3 ▶ 204 2025 N -E-MB E-MB E-MB 4 ▶ 204 2025 04/18/2025 Fri N N -E-IL E-IL E-IL E-IL Grades 04/14/2025 Mon 5 204 2025 N -E-IL E-IL E-IL Attendance Log 6 ▶ 204 2025 03/28/2025 Fri N N -E-IL E-IL E-IL E-IL YTD History Transcript 03/11/2025 Tue 7 ▶ 204 2025 N -E-DR E-DR E-DR 8 ≥ 204 2025 03/07/2025 Fri N N - E-IL E-IL E-IL E-IL Letters WA/NCLB Totals 03/03/2025 Mon ► Special Prgms 9 ▶ 204 2025 N N -E-IL E-IL E-IL 10 ▶ 204 2025 02/25/2025 Tue Y N - E-IL E-IL E-IL E-IL ATN Notes (1) ▶ Special Ed 02/19/2025 Wed 11 ▶ 204 2025 N N -Discipline E-PF E-PF E-PF Susp/Exp ▶ Health E-DR E-DR E-DR Graph Activity Hall Pass ▶ Portfolio 16 ▶ 204 2025 02/03/2025 Mon N N - E-PF E-PF E-PF E-PF ▶ Grad Regs 500 × 34 records displayed ABC Ent: Guidance Edu Milestones CTE

In the **Range Selection/ Other Options** enter the student's date of enrollment and date of withdraw in the ***Absence Date** ranges.



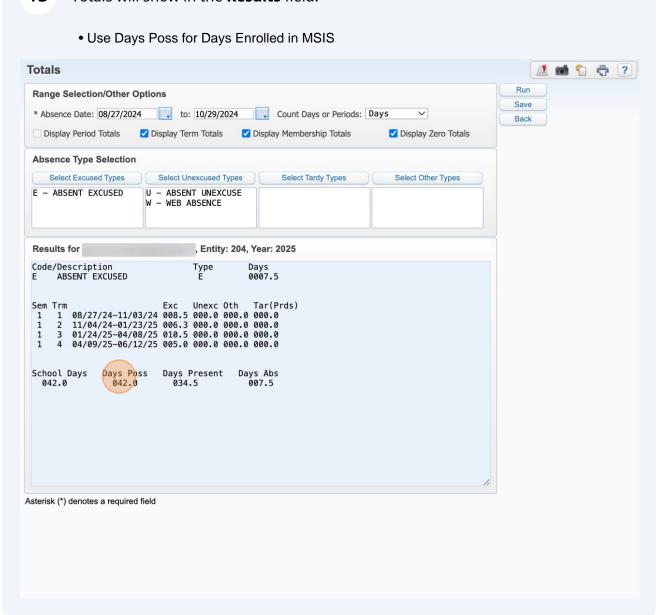
9 Click the **Count Days or Periods** dropdown and select Days. Totals Run Range Selection/Other Options Save * Absence Date: 08/27/2024 to: 10/29/2024 Count Days or Periods: Days Back ☐ Display Period Totals ☑ Display Term Totals ☑ Display Membership Totals ✓ Display Zero Totals Absence Type Selection Select Excused Types Select Unexcused Types Select Tardy Types Select Other Types E - ABSENT EXCUSED U - ABSENT UNEXCUSE W - WEB ABSENCE Results for ______, Entity: 204, Year: 2025 Asterisk (*) denotes a required field





12 Click "Run" **Totals** Run Run the current process. Range Selection/Other Options Save * Absence Date: 08/27/2024 to: 10/29/2024 Count Days or Periods: Days Back ☐ Display Period Totals ☑ Display Term Totals ☑ Display Membership Totals ✓ Display Zero Totals Absence Type Selection Select Excused Types Select Unexcused Types Select Tardy Types Select Other Types U - ABSENT UNEXCUSE W - WEB ABSENCE E - ABSENT EXCUSED Results for Entity: 204, Year: 2025 Asterisk (*) denotes a required field

13 Totals will show in the **Results** field.



14 • Use Days Present for Days Present in MSIS **Totals** Run Range Selection/Other Options Save * Absence Date: 08/27/2024 to: 10/29/2024 Count Days or Periods: Days Back ☐ Display Period Totals ☑ Display Term Totals ☑ Display Membership Totals ✓ Display Zero Totals Absence Type Selection Select Excused Types Select Unexcused Types Select Tardy Types Select Other Types E – ABSENT EXCUSED U - ABSENT UNEXCUSE W - WEB ABSENCE Results for , Entity: 204, Year: 2025 Code/Description E ABSENT EXCUSED Type E
 Sem
 Trm
 Exc
 Unexc
 0th
 Tar(Prds)

 1
 1
 08/27/24-11/03/24
 008.5
 000.0
 000.0
 000.0

 1
 2
 11/04/24-01/23/25
 006.3
 000.0
 000.0
 000.0

 1
 3
 01/24/25-04/08/25
 010.5
 000.0
 000.0
 000.0

 1
 4
 04/09/25-06/12/25
 005.0
 000.0
 000.0
 000.0
 School Days Days Poss Days Present Days Abs 042.0 042.0 034.5 007.5 Asterisk (*) denotes a required field