

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).

1

Log in to Skyward (SMS 2.0)

Use your district login credentials to access the Skyward SMS system.

2

Access the **Student Management** system



3 Choose the school the student attended. (To get totals you must be in an entity.)

SKYWARD

Home

Categories

- General
- Entity
- District
- Family
- Emergency
- Entry/With
- Attendance
- Scheduling
- Grades

WAHLUKE SCHOOL DISTRICT (000)

MATTAWA ELEMENTARY (101)

SADDLE MOUNTAIN ELEMENTARY (204)

MORRIS SCHOTT ELEMENTARY (302)

WAHLUKE JR HIGH (303)

WAHLUKE HIGH SCHOOL (403)

SENTINEL TECH ALTERNATIVE (405)

BIRTH TO 3 YEARS (600)

DEVELOPMENTAL PRE-SCHOOL (610)

PRESCHOOL (620)

Educator Access Plus

Federal/State Reporting

Custom Reports

DB (Age):

Entity, S

OtherID:

Phone:

WA/NCLB

ASI Information Update

StdID:

State SSID Number:

Grad Std Year: 2036

WA Grad Yr: 2036

Migrant Data

Migrant: Yes

MSRTS ID

4 Navigate to the Student Profile

- Click on **Students Tab**
- Select **Student Profile**

SKYWARD

SADDLE MOUNTAIN ELEMENTARY (204)

Angelina Sosa Saldana Account

Home

Students

Families

Staff

Student Services

Office

Administration

Educator Access Plus

Advanced Features

Federal/State Reporting

Custom Reports

Students - ST

- Student Profile - PR**
- Student Browse - ST
- Custom Forms - CF
- Data Mining - DM
- Pseudo Approval - PA
- Reports - RE

Emergency Contacts - EC

- Emergency Contacts - EC

District to District - DD

- Send Student - SS
- Request Student - RS
- Receive Student - RE
- Approve/Deny Requests - AR
- History - HI

Student Access - SA

- Student Access Users - US
- Login History - LH
- Online Forms - OF
- Reports - RE

5 Use the **Search** function to find the student by name or ID

- Click on the student's name to open their profile

The screenshot shows the Skyward Saddle Mountain Elementary (204) interface. The top navigation bar includes tabs for Home, Students, Families, Staff, Student Services, Office, Administration, Educator Access Plus, Advanced Features, and Federal Reporting. The left sidebar has a 'Customize Tabs' section with options for General, Entity, and Categories. The main content area has a 'Student:' search field with a dropdown menu showing '001'. To the right of the search field are buttons for 'Ranges' and 'Customize'. Below the search field are fields for 'Grad Year (Grade)', 'DOB (Age)', 'Entity, School, Status', 'Advisor', 'Other ID', and 'Phone'.

6 Navigate to the Attendance Tab

With in the Student's profile, locate and click on the attendance tab on the left-hand menu

The screenshot shows the Skyward Saddle Mountain Elementary (204) interface with the 'Attendance' tab selected in the left-hand menu. The top navigation bar includes tabs for Home, Students, Families, Staff, Student Services, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. The left sidebar has a 'Customize Tabs' section with options for General, Entity, and Categories. The main content area shows the 'Student:' search field with a dropdown menu showing '001'. Below the search field are fields for 'Grad Year', 'Customize', and 'Advisor'. The 'Attendance' tab is highlighted in the left-hand menu. The main content area displays the 'WA/NCLB' section with 'ASI Information Update' and 'Migrant Data' sections. The 'ASI Information Update' section includes fields for 'StdID', 'State SSID Number', and 'Grad Std Year'. The 'Migrant Data' section includes fields for 'Migrant', 'Mig Lst Qual Mv Dte', 'Migrant Advisor', and 'Migrant Comments'. There are buttons for 'Edit', 'SSID', '*SSID Chg Log', and 'Student Programs' on the right side of the 'ASI Information Update' section.

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On the right click "Totals"

SKYWARD SADDLE MOUNTAIN ELEMENTARY (204) Angelina Sosa Saldana Account Preferences Exit ?

Home Students Families Staff Student Services Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Attendance Tab Favorites New Window My Print Queue

Customize Tabs

- General
- Entity
- Categories
 - District
 - Entity
- Family
- Emergency
- Entry/With
- Attendance**
- Scheduling
- Grades
- GPA
- Transcript
- WA/NCLB
- Special Prgms
- Special Ed
- Discipline
- Health
- Activity
- Portfolio
- Grad Reqs
- Test Scores
- Guidance
- Edu Milestones
- CTE

Student: [] Ranges Add Delete Transfer Pseudo

Grad Year (Grade): [] DOB (Age): [] Entity, School, Status: 204, 204, A Default: 204, 204, A

Customize

Advisor: [] Other ID: [] Phone: [] State ID: []

Attendance

Views: General Filters: *All Attendance

| 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 |
| 2 | 204 | 2025 | 05/09/2025 | Fri | Y | N | - | E-DR | E-DR | E-DR |
| 3 | 204 | 2025 | 04/28/2025 | Mon | N | N | - | E-MB | E-MB | E-MB |
| 4 | 204 | 2025 | 04/18/2025 | Fri | N | N | - | E-IL | E-IL | E-IL |
| 5 | 204 | 2025 | 04/14/2025 | Mon | N | N | - | E-IL | E-IL | E-IL |
| 6 | 204 | 2025 | 03/28/2025 | Fri | N | N | - | E-IL | E-IL | E-IL |
| 7 | 204 | 2025 | 03/11/2025 | Tue | N | N | - | E-DR | E-DR | E-DR |
| 8 | 204 | 2025 | 03/07/2025 | Fri | N | N | - | E-IL | E-IL | E-IL |
| 9 | 204 | 2025 | 03/03/2025 | Mon | N | N | - | E-IL | E-IL | E-IL |
| 10 | 204 | 2025 | 02/25/2025 | Tue | Y | N | - | E-IL | E-IL | E-IL |
| 11 | 204 | 2025 | 02/19/2025 | Wed | N | N | - | L | - | - |
| 12 | 204 | 2025 | 02/13/2025 | Thu | N | N | - | E-PF | E-PF | E-PF |
| 13 | 204 | 2025 | 02/11/2025 | Tue | N | N | - | E-DR | E-DR | E-DR |
| 14 | 204 | 2025 | 02/07/2025 | Fri | N | N | - | E-PF | E-PF | E-PF |
| 15 | 204 | 2025 | 02/06/2025 | Thu | N | N | - | - | E-DR | E-DR |
| 16 | 204 | 2025 | 02/03/2025 | Mon | N | N | - | E-PF | E-PF | E-PF |

500 34 records displayed Ent: [] ABC

Quick Print

- Add
- Edit
- Delete
- Positive Attendance Log
- YTD History
- Letters
- Totals**
- ATN Notes (1)
- All Notes (1)
- Susp/Exp
- Graph
- Hall Pass

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

Totals

Range Selection/Other Options

* Absence Date: to: Count Days or Periods:

☐ 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 [REDACTED], Entity: 204, Year: 2025

Asterisk (*) denotes a required field

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Click the **Count Days or Periods** dropdown and select Days.

Totals

Range Selection/Other Options

* Absence Date: 08/27/2024 to: 10/29/2024 Count Days or Periods: Days

☐ 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



Run

Save

Back

10 Click "Select Excused Types"

- select the types of excused absences
- Click "Save"

Totals

Range Selection/Other Options

* Absence Date: 08/27/2024 to: 10/29/2024 Count Days or Periods: Days

☐ 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 [redacted], Entity: 204, Year: 2025

Asterisk (*) denotes a required field

11 Click "Select Unexcused Types"

- select the types of unexcused absences
- Click "Save"

Totals

Range Selection/Other Options

* Absence Date: 08/27/2024 to: 10/29/2024 Count Days or Periods: Days

☐ 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

Range Selection/Other Options

* Absence Date: to: Count Days or Periods:

☐ Display Period Totals ☒ Display Term Totals ☒ Display Membership Totals ☒ Display Zero Totals

Run the current process.

Run

Save

Back

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

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

- Use Days Poss for Days Enrolled in MSIS

Totals

Range Selection/Other Options

* Absence Date: to: Count Days or Periods:

☐ 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], Entity: 204, Year: 2025

| Code/Description | Type | Days |
|------------------|------|--------|
| E ABSENT EXCUSED | E | 0007.5 |

| Sem | Trm | Exc | Unexc | Oth | Tar(Prds) |
|-----|-----|-------------------|-------|-------|-----------|
| 1 | 1 | 08/27/24-11/03/24 | 008.5 | 000.0 | 000.0 |
| 1 | 2 | 11/04/24-01/23/25 | 006.3 | 000.0 | 000.0 |
| 1 | 3 | 01/24/25-04/08/25 | 010.5 | 000.0 | 000.0 |
| 1 | 4 | 04/09/25-06/12/25 | 005.0 | 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

Totals

Range Selection/Other Options

* Absence Date: 08/27/2024 to: 10/29/2024 Count Days or Periods: Days

☐ 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 | Type | Days |
|------------------|------|--------|
| E ABSENT EXCUSED | E | 0007.5 |

| Sem | Trm | Exc | Unexc | Oth | Tar(Prds) |
|-----|-----|-------|-------|-------|-----------|
| 1 | 1 | 008.5 | 000.0 | 000.0 | 000.0 |
| 1 | 2 | 006.3 | 000.0 | 000.0 | 000.0 |
| 1 | 3 | 010.5 | 000.0 | 000.0 | 000.0 |
| 1 | 4 | 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



Run

Save

Back