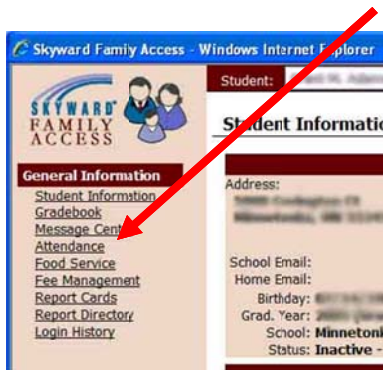


Attendance Notification by Parents through Skyward

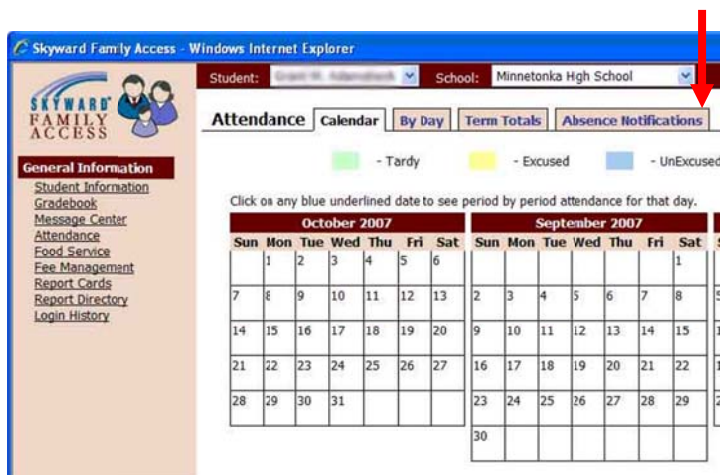
Beginning January 3, parents now have the ability to inform the Attendance Office at Minnewashta of your child(s) absences through Skyward Family Access (the same place you go to see grades). You may enter an absence 24/7. There is no need to call the Health Office when entering the absence online. The process to submit future attendance is outlined below:

Log into Skyward with your parent/guardian username and password for Single Sign On (My Minnetonka) to access Skyward Family Access.

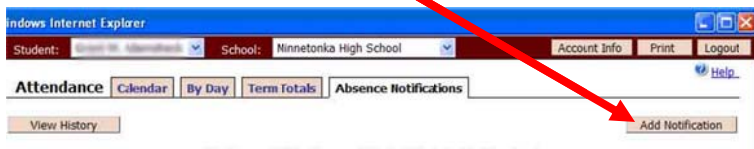
1. Click on Attendance.



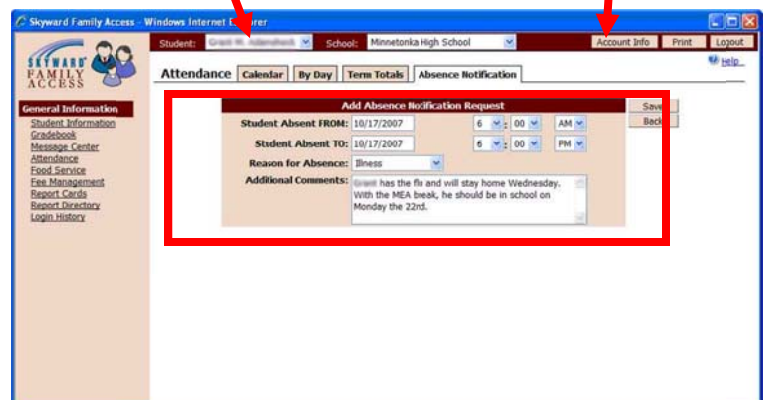
2. Then Click on the Attendance Notification Tab



3. Click on "Add Notification"



4. Enter dates, reason, (strep throat, chicken pox, head lice, and any other communicable disease) and comments(optional) then click "Save"



We hope to fully transition to attendance on Skyward by January 24, 2012.