

Week of
November 18, 2022



Falcon Flyer



Mark Your Calendar.

- November 23-25:
Thanksgiving Break



Jon Romine, Principal

Steve Mast, Assistant Principal

Attendance Reporting

This is a reminder that we have a new option for reporting school absences. While you can still call the attendance line at 317-789-4102, you can now also use your Skyward Family Access Account as well. This is a reminder that parents and guardians will need to report a student absence, late arrival, or early departure using your [Skyward Family Access Account](#) or by calling the PMMS Attendance Line 317-789-4102. If you do not contact PMMS before 9:15am, you will receive an automated attendance call/text informing you of your student's absence. Please do not contact your student's teacher (s), guidance counselor, etc. to report an absence, as this could delay the message the attendance office would need to receive to create a pass for a student.

Log into [Skyward](#)

Open the Main Menu and select correct student if you have multiple students in PTS

A vertical navigation menu with the following items: Home, Enroll New Student, Current Student Verification, Online Forms, Calendar, Gradebook, Attendance (highlighted in yellow), and Student Info.

Select Attendance

A screenshot of the Skyward Attendance Reporting interface. It shows a header for 'Attendance' with a date 'Today's Attendance: Wed Apr 27, 2022'. Below this is an 'Add Request' button. A dropdown menu is open, showing 'Select Add Request'. Below the dropdown is a text field for 'Select date(s), all day or times, reason from drop-down (vacation, dr. appt, ill, or funeral), and add comments'. The form includes fields for '* Start Date: 04/27/2022', '* End Date: 04/27/2022', a checked 'All Day' box, '* Reason:' dropdown, and '* Comments:' text area.

To change your login or password information in Skyward

1. Log into [Skyward Family Access](#)
2. Select the 'My Account' link in the upper right corner next to your name
3. Click on the 'Change Password' or 'Change Login' button on the right side
4. Enter the requested information
5. Click 'Save' to finalize the change

If you do not know your login and/or password, click on the [Forgot your Login/Password?](#) link on the Skyward Family Access login page.

For questions regarding Skyward Family Access, absences, or how to report an absence, please email ecook@perryschools.org

Student IDs and lanyards must be worn at all times.