

Request an Absence Through Skyward Family Access:

Parent Steps

1. Once logged in to Skyward, click on "Attendance" and click on "Absence Request" at the top right of the screen.

Date	Attendance	Period	Class
Wed Sep 13, 2017	Parent Note received	2	Homeroom Kindergarten

2. A small dialogue box will appear showing request history. In order to add an absence, click "Add Request"

3. A new dialogue box will open where information about the absence can be entered. The calendar will let you choose dates in the past/future. For intermediate absences, you can either choose an "All Day" absence, or by unchecking the box, enter a block of time that your child will not be in school that day. A comment box also allows you to describe the nature of the absence. All fields are required

(*) Indicates a required field.

4. Once you click "Save" the entry is then sent to the campus attendance office for review and approval. You will be able to check the status of the request to see the final outcome.

Status	Start Date/Time	End Date/Time	Reason
Pending	Wed Nov 8, 2017	Wed Nov 8, 2017	Home Sick