



## Family Guide to Submitting an Absence Request through Skyward

*This feature allows you to notify your student's school when your student will be absent.*

### Sign into Skyward Family Access Account

Use the *Forgot your Login/Password?* Link, As Needed

Select **Attendance** Tab and then **Absence Requests** in the top-right corner:

SKYWARD®

HUDSON SCHOOL DISTRICT

Skyward Student - Educator Access - Family/Student Access

Login ID:

Password:

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SKYWARD® Family Access All Students

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**Attendance**

[Absence Requests](#)

### Select Add Request:

Absence Requests

Student Name: (North Hudson Elementary School)

[Add Request](#)

	Status	Start Date/Time	End Date/Time	Reason
<a href="#">Edit</a> <a href="#">Delete</a>	Pending	Fri Sep 15, 2023	Fri Sep 15, 2023	ILL

Comment: My child has a 103 fever.

Enter the **Start/End Dates** and uncheck **All Day** to specify **Start/End Times**. Click the drop-down list to select a **Reason** why your student will be absent. Enter a **Comment**. Click **Save**. Note that the Status is pending and awaiting approval from the attendance office. You also have the capability to Edit the record, as well as to Delete the request.

Add Request

Student: STUDENT NAME School: SCHOOL NAME

\* Start Date: 03/30/2021 ☐ All Day \* Start Time: 6:00 AM

\* End Date: 03/30/2021 \* End Time: 6:00 PM

\* Reason:

\* Comments:

(\*) Indicates a required field.

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