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:

Select **Add Request**:

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.