

## Instructions for Submitting an Absence through the Skyward App

1. Download the Skyward APP and enter your username and password. You will then be prompted to enter a 4-digit passcode. For future logins, you will only need to enter your passcode.

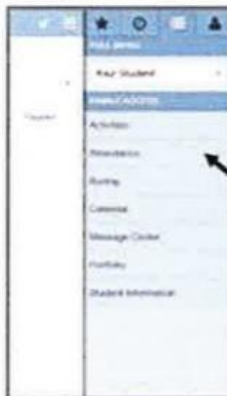


2. If you have more than one student, select the student you wish you add an absence request for. Next, click the 3 lines in the upper right hand corner.



3. Click Attendance.

Then, click "Add Absence Request"



3. Enter the Dates for the Absence. Add a comment, ie: "Student is ill, will return when fever free". If multiple students will be absent, you can click "Copy Absence Request to" to send to an additional campus. Click Submit to send your request to the campus. You will receive an email back stating that your request has been approved.

