Created: July 27, 2026

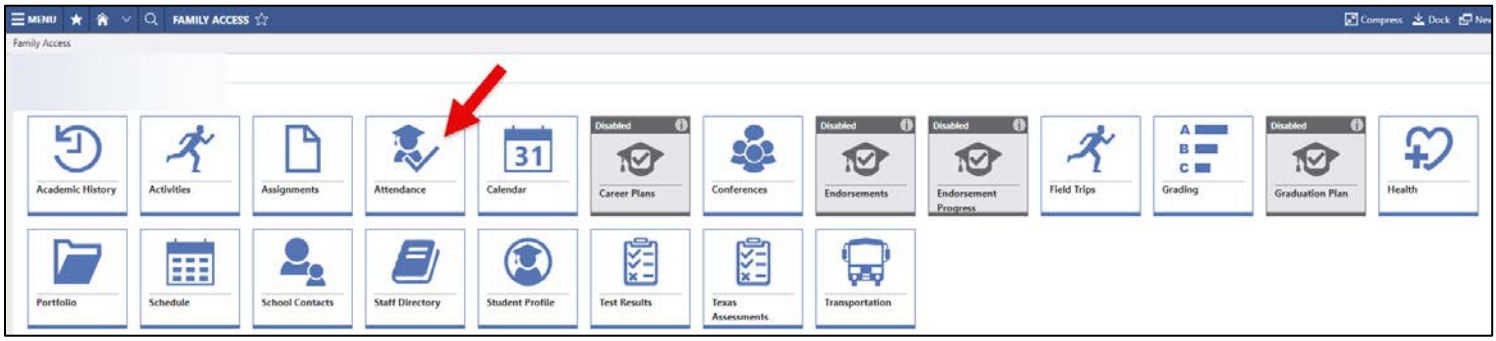
Submitting an Absence Request through Skyward Family Access

Parents can now submit attendance notes directly through Skyward Family Access following the steps outlined below.

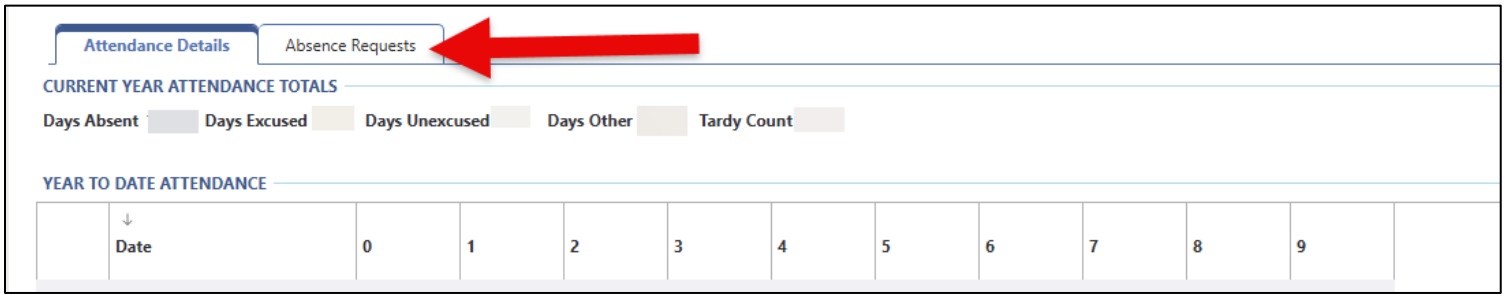
Important Note: Absence requests should be submitted within three (3) days of your student's absence. After five (5) school days, you will not be able to submit an absence request through Skyward Family Access.

Submitting an Absence Request:

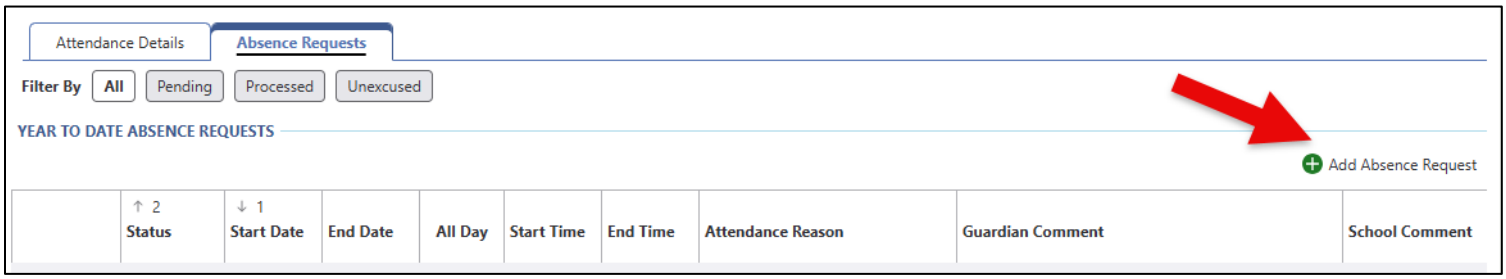
1. Log into your Skyward Family Access account.
2. Click on the Attendance Folder.



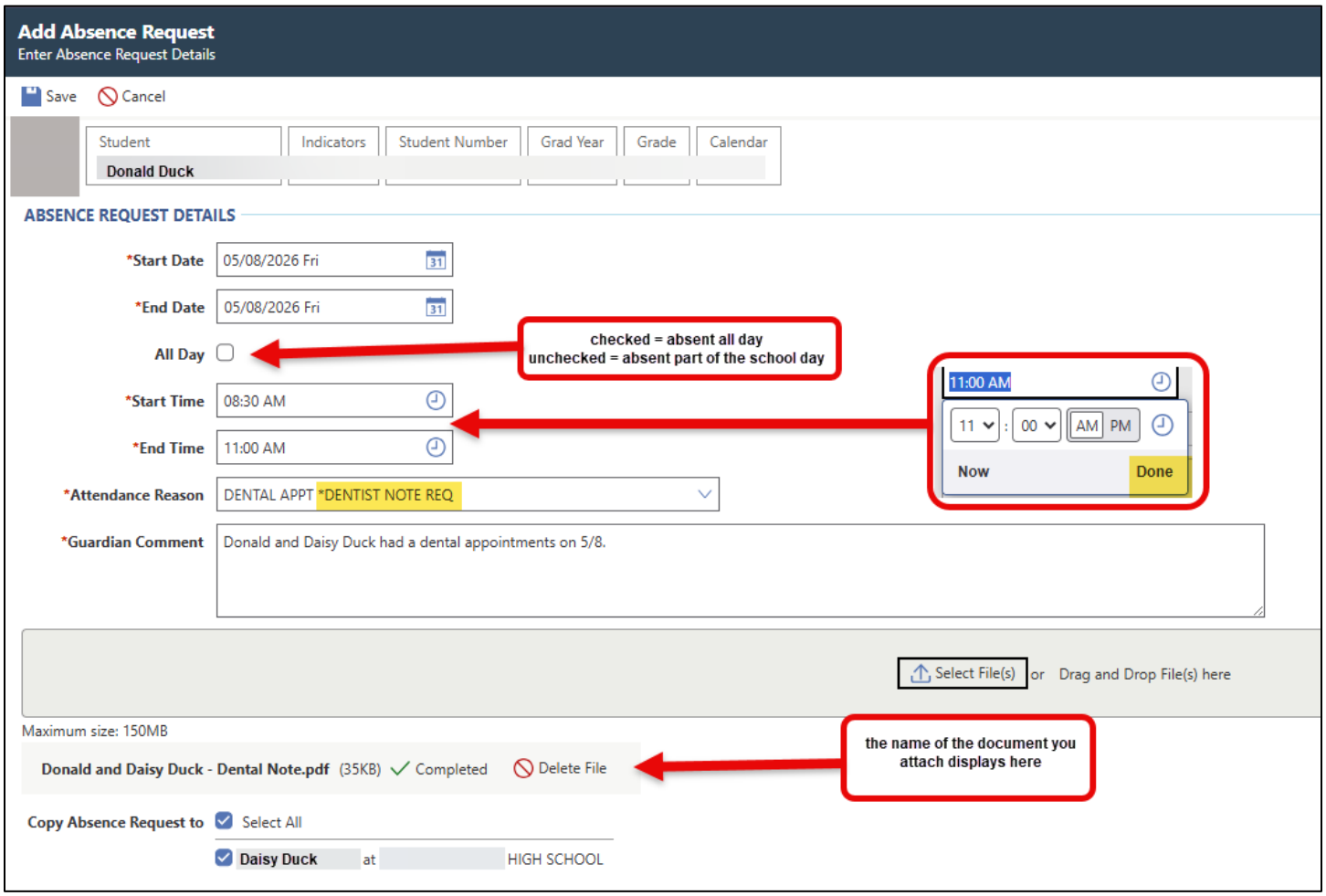
3. Click on "Absence Requests".



4. Click on "Add Absence Request".



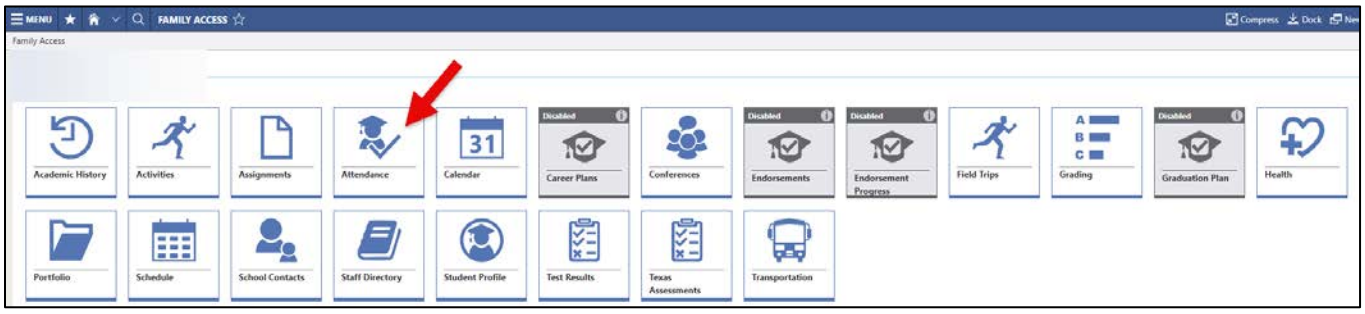
5. Enter the information for your student's absence.
    a. **Start Date** – enter date absence started
    b. **End Date** – enter date absence ended
    c. **All Day** –check for full day absence or uncheck for partial day absence
        - **Important: this field defaults to checked (All Day). If your student was not absent the full day, be sure to uncheck the box and enter the Start and End times for their absence.**
    d. **Start time** – (only displays if All Day is unchecked) Enter the time the absence started & click done.
    e. **End Time** – (only displays if All Day is unchecked) Enter the time the student returned to campus & click done.
    f. **Attendance Reason** – Select the reason for the absence.
    g. **Guardian Comment** – Add additional information regarding the absence.
    h. **Add Attachment** – if applicable
        - **Important: You must attach copies of the doctor or dental notes issued from the doctor/dental office. Medical appointment absences cannot be coded without a copy of the note from the doctor/dental office.**
    i. **Copy Absence Request to** - If you have an additional student that was also absent for the same reason/date, you can select their name to duplicate the absence request to that student. **If it was for a doctor/dental appointment, you will need to attach a note for each student.**



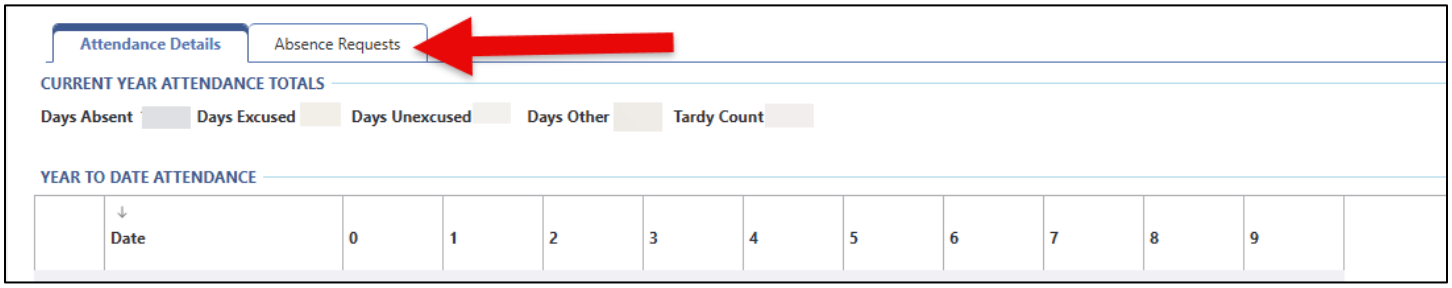
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Viewing the Status of an Absence Request Previously Submitted:

1. Log into your Skyward Family Access account.
2. Click on the Attendance Folder.



3. Click on "Absence Requests".



4. You will see a list of all Absence Requests submitted for your student. Under the **Status column,** you can see if the absence request has been processed or not. Under the **School Comment column**, you will see any notes the campus may have added. It is important to check these. If a campus needs additional information or an attachment in order to process your request, they will add a note to your request.

