

Skyward Family Access: Enter Absence Request Details

Audience: Guardians

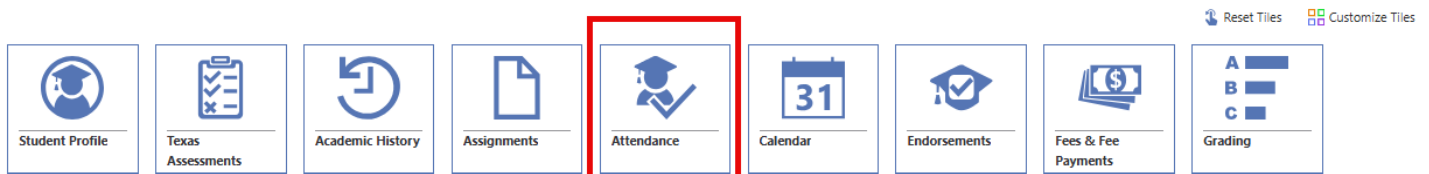
If you would like to submit an absence request for your student, you can now add the request under the **Attendance** tile in Family Access. Please follow the steps below to submit your student's absence request.

1. Login to **Skyward Family Access**

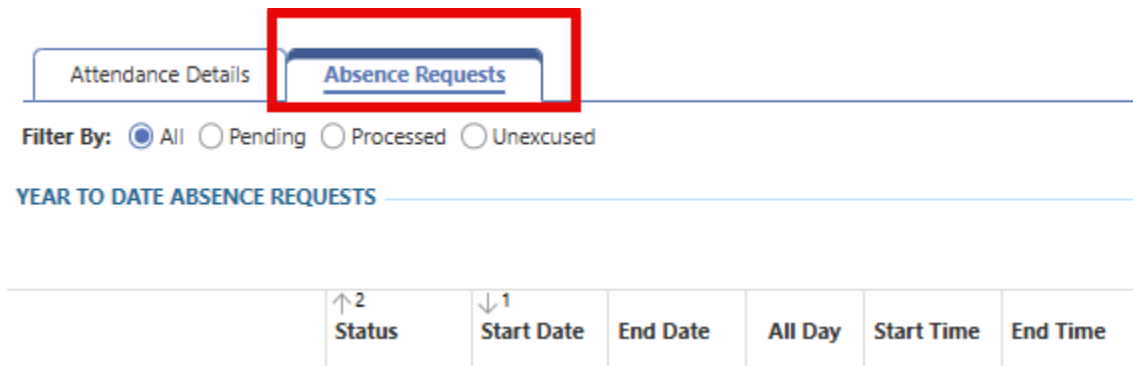


Absence Requests can be accessed through a standard web browser or the Skyward Mobile app

2. Select the **Attendance** tile.



3. You will be brought to the Attendance screen with attendance details for your student. Select the **"Absence Requests"** tab. Here you can view all requests and change the "Filter By" to see the different statuses of your student's absence requests.



- To make a new request, click the “Add Absence Request” on far right of screen.

 Add Absence Request

- A new absence request detail window will open. Here you will enter the details of your student’s absence request.
 - Enter the start and end date of your absence request. (You may choose up to 5 school days in the past.)
 - If the absence is the full day, select “All Day”. If the absence will only be a partial day, unselect “All Day” and enter the Start and End Time the student will be absent from school.
 - Choose the Attendance Reason: Parent Note or Doctor Note.
 - Enter Guardian Comment for the Absence Request.
 - You can add an attachment for the absence request such as a doctor’s note.
 - Additionally, you can select to “Copy Absence Request” to your other students if they will also be absent for the same reasons.
 - Click the “Save” when completed.

ABSENCE REQUEST DETAILS

*Start Date 

*End Date 

All Day ☐

*Start Time 

*End Time 

*Attendance Reason

*Guardian Comment

 Select File(s) or Drag and Drop File(s) here

Maximum size: 250MB

Copy Absence Request to ☐ Select

6. Once Saved, you will see your Absence Request that has been submitted to the campus for review.
You can Delete to remove the request or edit to change the details.

Attendance Details

Absence Requests

Filter By: ☒ All ☐ Pending ☐ Processed ☐ Unexcused

YEAR TO DATE ABSENCE REQUESTS

	↑ 2 Status	↓ 1 Start Date	End Date	All Day
Edit Delete	Pending	11/06/2025	11/06/2025	☐