



## Submitting an Absent Request in Family Skyward

If your child will be absent from school, you can send an absent note through Family Skyward.

In the attendance screen click on **Absence Requests**

Family Access  
All Students

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Attendance

Today's Attendance: Mon Jul 19, 2021  
No Absences or Tardies were recorded for any of your students.

Date	Attendance	Period	Class
Wed May 12, 2021	EXCUSED (EXCUSED MISC)	2	2ND GR ATTENDANCE
Tue May 11, 2021	EXCUSED (EXCUSED MISC)	2	2ND GR ATTENDANCE
Fri Apr 23, 2021	UNEXCUSED (UNEXCUSED MISC)	2	2ND GR ATTENDANCE
Fri Feb 12, 2021	UNEXCUSED (UNRESOLVED)	2	2ND GR ATTENDANCE
Mon Nov 30, 2020	EXCUSED (STUDENT ILLNESS)	2	2ND GR ATTENDANCE
Tue Nov 10, 2020	EXCUSED (STUDENT ILLNESS)	2	2ND GR ATTENDANCE

Click on **Add Request**. Enter the **Start and End date(s)** for the days your child will be out. Select a **Reason** for the absence and enter a brief **Comment**. Click on **Save**. This will send an email to the attendance clerk at your child's school.

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No Absence Requests to display.

**Add Request**

Student: [ ] School: [ ]  
\* Start Date: 07/19/2021  
\* End Date: 07/19/2021  
Reason: [ ]  
\* Comments: [ ]  
 Copy Absence Request to  
(\* ) Indicates a required field.

Back Save

When the request is processed by the attendance clerk, you will see an alert. Click on the request to see the status.

District Links

**Absence Requests** !