Skyward Attendance
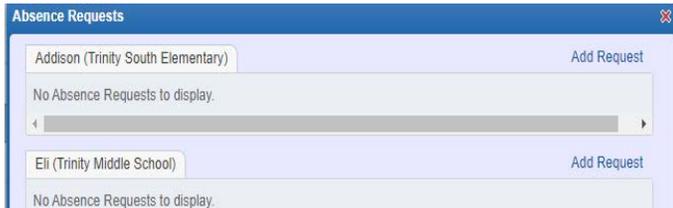
The Skyward Attendance tab provides details about your student's attendance. You can submit absence excuses or requests here.

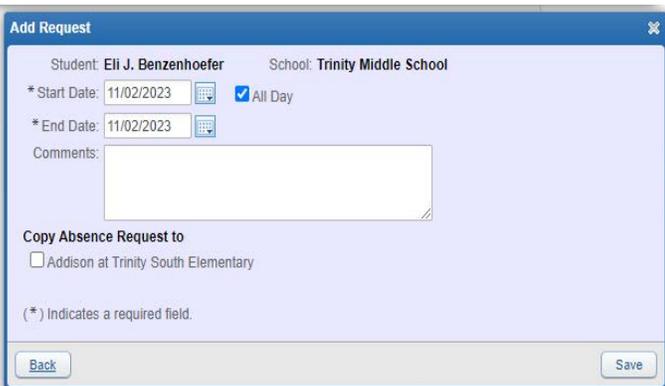- Click Absence Request at the top right of the screen.

- If you have multiple students. attendance information for each student will appear.

- Click Add Request for the appropriate student.

- Enter the start date and end date.

- If the request is only for a partial day, uncheck the All Day box and enter the Start Time and End Time. This system cannot be utilized for tardy excuses or early releases.

- Select the reason from the drop down menu.

- Enter Comments as necessary.

- Click Save.

- Once submitted, the absence request will be marked as Pending.

- Once the school office reviews the request, it will be marked as Approved or Denied. If the Absence Request is denied, please contact the school office.