Reporting Student Absences
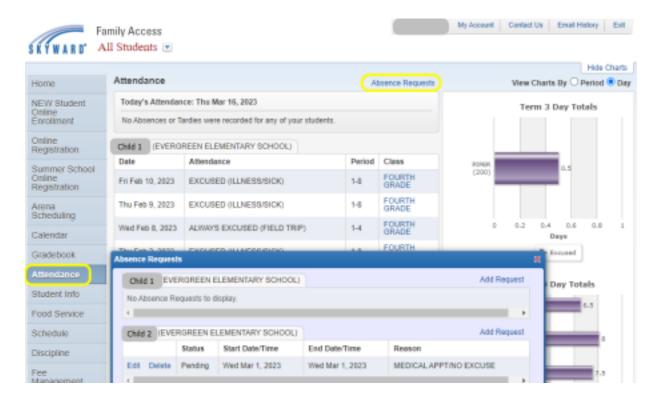
Skyward Family Access

Logging In

- Login to **Skyward Family Access**.

Submitting an Absence Request

- **Click on the Attendance button** on the left side of the screen.
- **Select Absence Request** in the upper right corner.
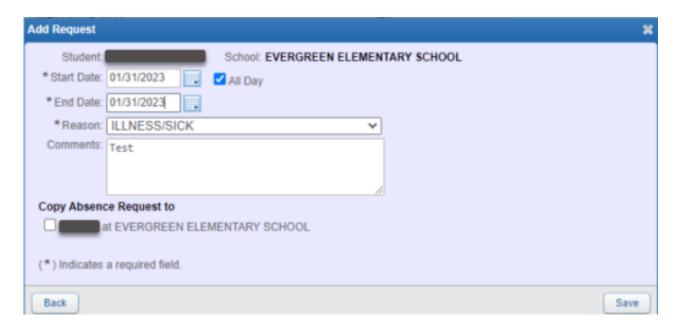- In the pop-up box, click on **Add Request**.

Viewing Siblings

- All siblings, regardless of which school they attend, will appear on the Absence Request List. For example, if you have children at EG and FR, you can add requests for all of them simultaneously.

Selecting Absence Dates & Reason Codes

- Select the days you wish to excuse your child(ren)
- Choose a reason for the absence by clicking the dropdown menu. The available options are:
    - **01**: Illness/Sick
    - **02**: Medical Appointment/No Excuse
    - **03**: Excused Per Parent
- Add any necessary comments (optional)
- Click Save

Important Note

- You **cannot** upload documents such as medical excuses. Please continue to submit medical notes directly to your building secretary.

Confirmation

- Once your absence request is recorded, you will receive an email confirming your submission.
- You **Do Not** need to call the school office.