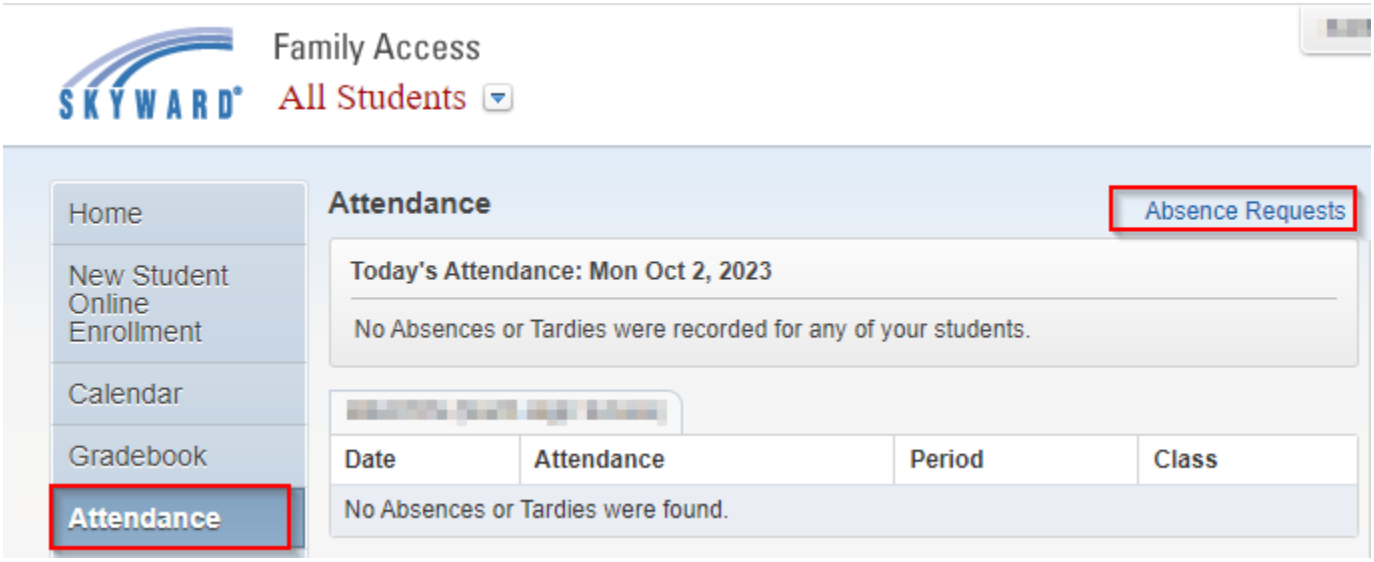
ENTER AN ABSENCE REQUEST ONLINE FOR A STUDENT

This **Quick Hits video** will step you through the process of submitting via a mobile device....
https://www.skyward.com/parents-and-students/family-access-toolkit/parents/video/power-up-absence-requests

OR… log into your Family Access account, click the **Attendance** tab, click the **Absence Requests** link.



Click the **Add Request** link for the appropriate student.



Enter a **Start and End Date**, the box will default to "**All Day"**, however, you can uncheck the box and then enter a **Start and End *Time*** for a partial day absence. Choose a **Reason** and add an appropriate **Comment**. If you want to duplicate the absence request to a sibling, click the "**Copy Absence Request to**" box for the appropriate student. Be sure to click the **Save** button when done, you should receive a confirmation email. This process can be completed in the desktop, **<u>or mobile,</u>** version of Skyward.

