

CARROLL INDEPENDENT SCHOOL DISTRICT
Submit an Absence Request in Skyward Family Access



**Login to Skyward
Family Access**

If needed select the
**"Forgot your
Username/Password"**
link to retrieve
Login/Password.

Carroll Independent School District



CARROLL ISD
Educator Access

Username

Password

Sign In

[Forgot your Username/Password?](#)

Login Using Classlink

Login Area: ▼

Select the **Attendance** tab then click the **Absence Requests** link.

Add Request

Select the Add Request link.

Select the Start Date and End Date for the Absence.

For a partial day absence, deselect the **All Day** checkbox and enter the Start Time and End Time for the absence.

Add Request

Student: [Redacted] School: [Redacted]

* Start Date: 07/08/2021 ☐ All Day * Start Time: 11:00 AM

* End Date: 07/08/2021 * End Time: 4:00 PM

* Reason: [Dropdown Menu]

Comments: [Text Area]

(*) Indicates a required field.

Back Save

Using the drop down menu, select the reason code FA. Use the comments box to enter the parent note with the absence details. Click Save to submit the request to the campus attendance clerk.

Student: [Redacted] School: [Redacted]

* Start Date: 10/30/2026 ☐ All Day * Start Time: 11:00 AM

* End Date: 10/30/2026 * End Time: 4:00 PM

* Reason: FA ABSENCE REQUEST

* Comments: Driving Permit test

(*) Indicates a required field.

Back Save

The request will display as pending and may be Edited or Deleted until it has been processed by the attendance clerk.

Absence Requests

Add Request

	Status	Start Date/Time	End Date/Time	Reason
Edit Delete	Pending	Fri Oct 30, 2026 11:00am	Fri Oct 30, 2026 4:00pm	FA ABSENCE REQUEST
Comment: Driving Permit test				
Edit Delete	Pending	Tue Oct 20, 2026	Tue Oct 20, 2026	FA ABSENCE REQUEST
Comment: sick				

Email	A confirmation email will be sent to the guardian when the request is submitted.
Approval	Once the attendance clerk has processed the request, the guardian will receive an email and the status of the request will reflect "Accepted" for approvals. Please allow at least 24 hours for the attendance clerks to process the request.
Excused	In order for an absence to be excused, it must meet one of the criteria listed in the student handbook. Required documentation (doctor's note, college visit documentation, etc.) should be submitted in person, or electronically to the attendance email. If no additional documentation is submitted, the absence request will be counted as one of the permitted parent notes. If the student has met the limit on allowable parent note absences, the absence request will be counted as unexcused if no additional documentation is received. Documentation must be submitted during the semester of the absence.