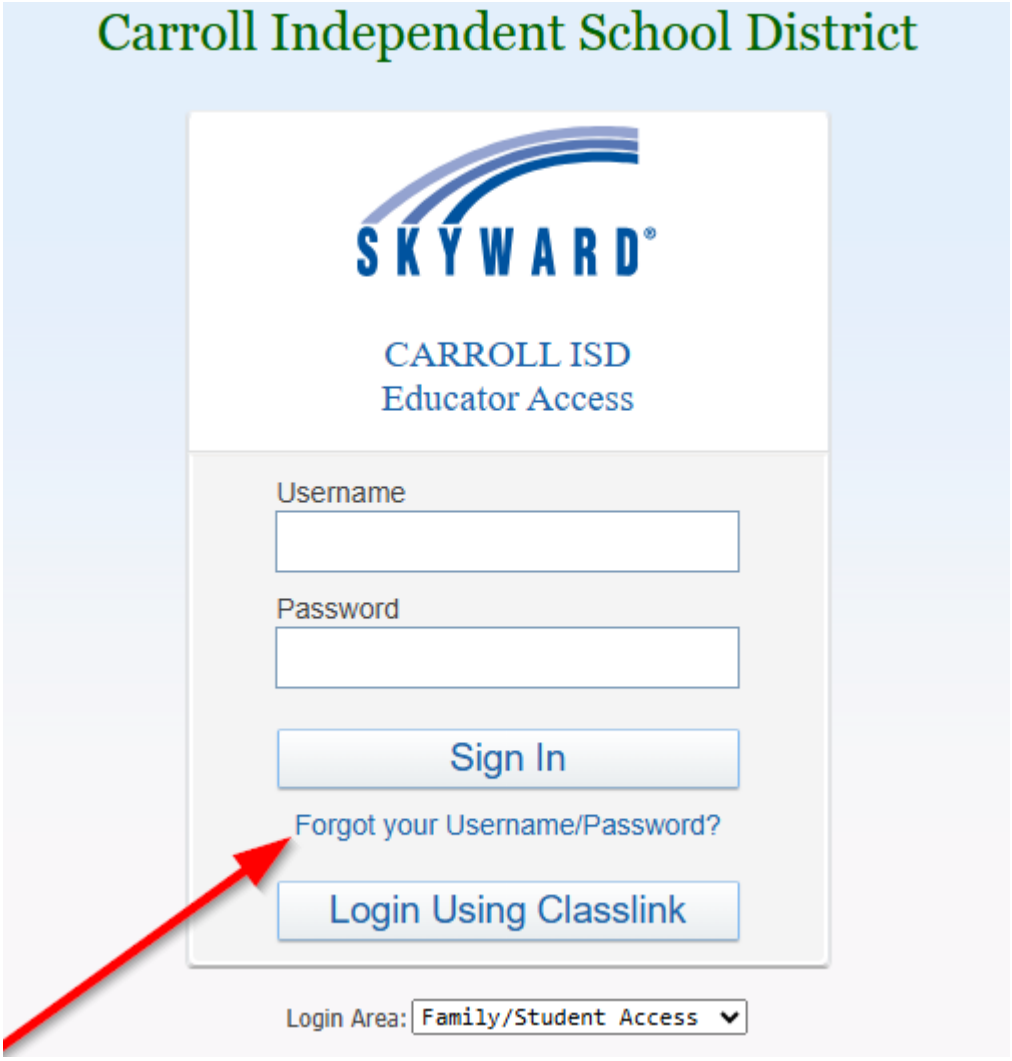
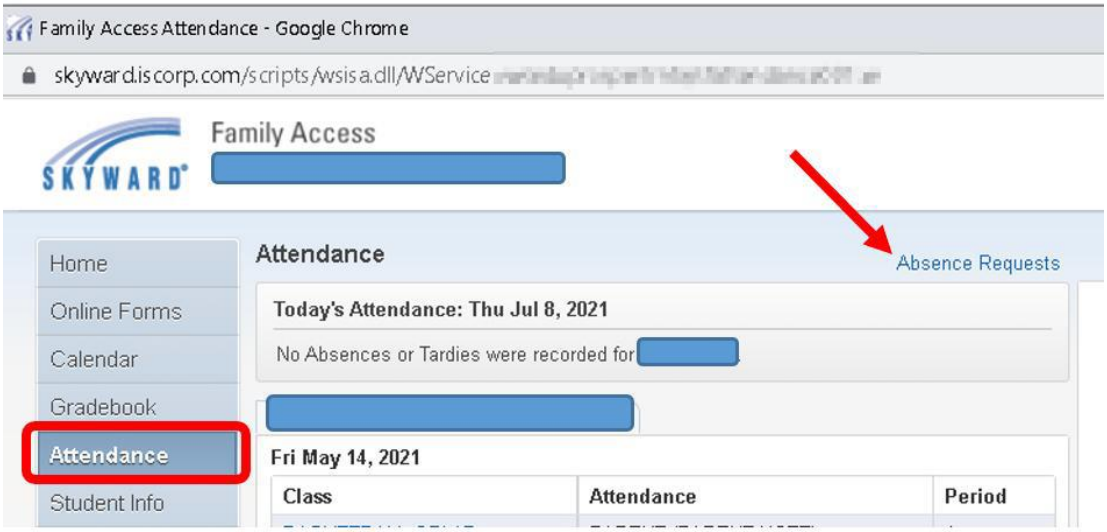
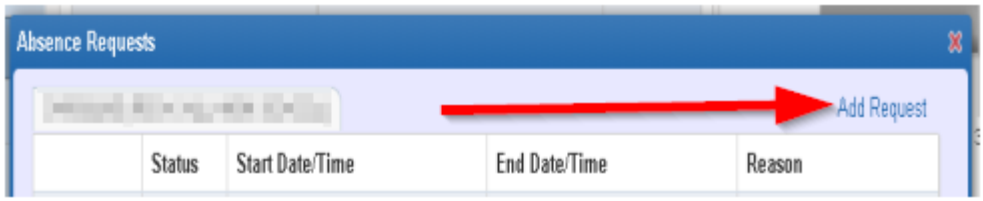
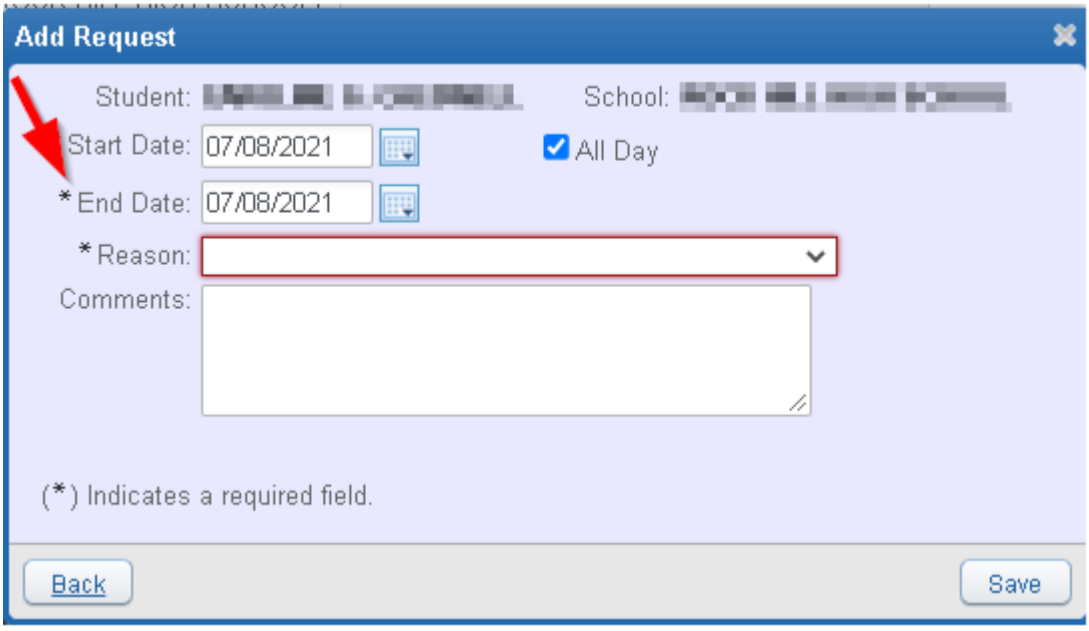
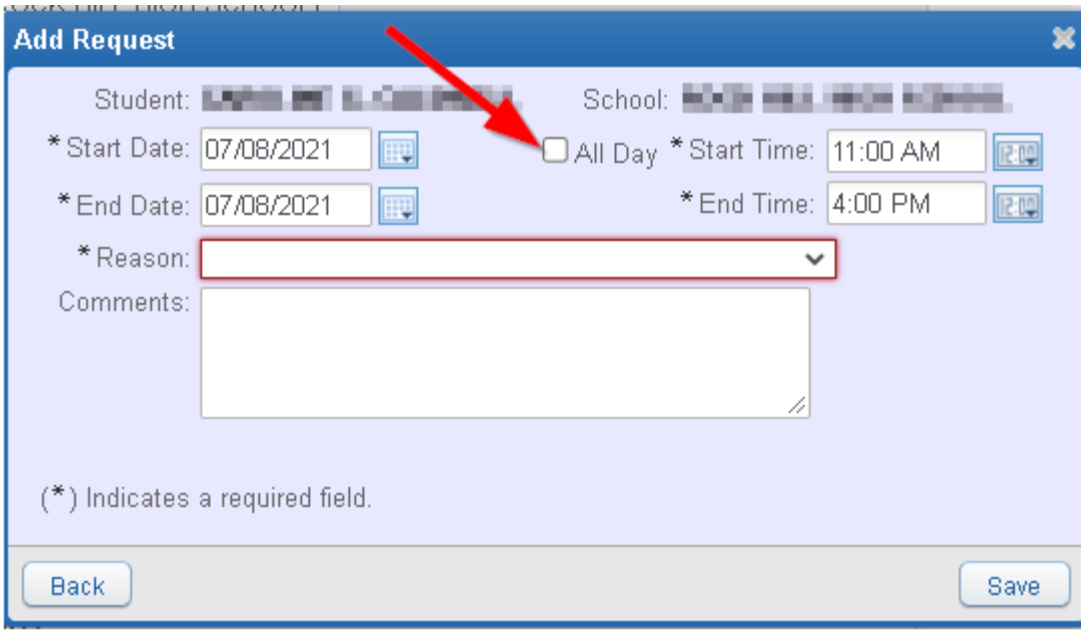
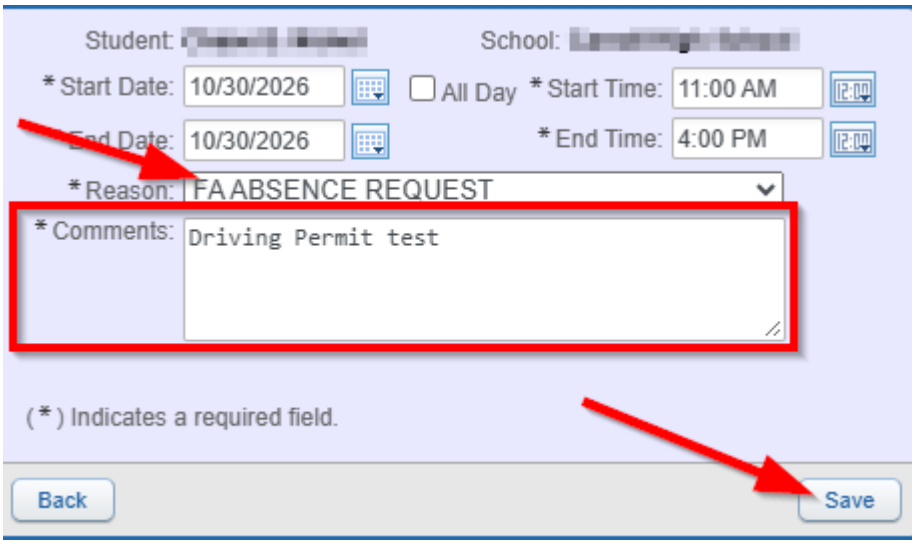
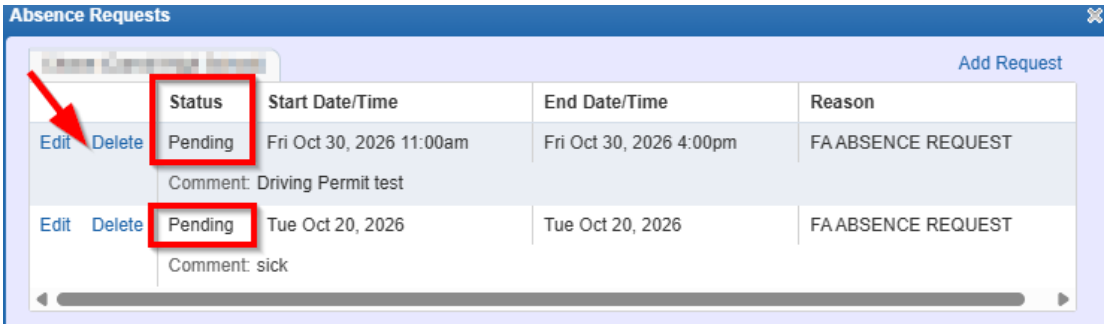
CARROLL INDEPENDENT SCHOOL DISTRICT

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.	

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

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.