Excusing Absences in Skyward

This tutorial shows how a parent/guardian can excuse absences for their student through the Skyward Family Access Parent Portal. The process of excusing absences is called 'Absence Request' in Skyward. A parent must call the office to excuse Tardiness.

Click here to view a video tutorial on Absence Requests

Requesting absences is currently only available in a few elementary schools. If you have several children in the same elementary school you can Request an Absence for all of them by copying the absence request. Here is the simple process.

1. Login to Skyward with a Parent/Guardian* account (aka. Family Access Portal). See Figure 1 below.

   A. If you have forgotten your Skyward username or password, click here.
   B. Enter your home email address. Click 'Submit'. This email address must be on file in Skyward.
   C. You will receive an email promptly indicating your Skyward User ID along with a password reset link (be aware of spaces in the User ID) **. Change the password if needed with the reset link.
   * Student accounts do not have access to make Absence Requests.
   **If you do not receive the email (check spam) or please feel free to call the school.

2. Select the Attendance tab located in the left menu (see Bubble 2)

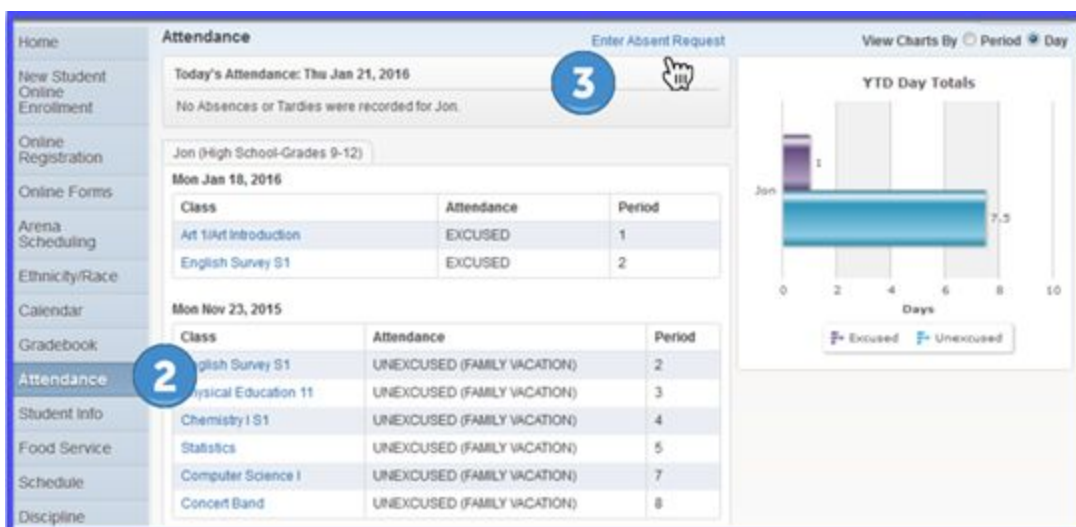3. Click on the 'Enter Absence Requests' link (see Bubble 3)

Figure 1. Skyward Parent Portal (Family Access)

Excusing Absences in Skyward (cont.)

4. Once 'Enter Absence Request' is clicked, a new browser pop up will open (see Figure 2).
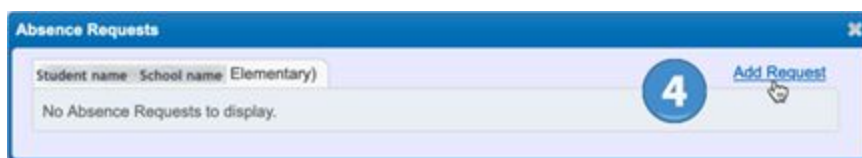Locate the desired student and click on the adjacent 'Add Request' (see Bubble 4)

Figure 2. Absence Request Pop Up (selecting student(s))

5**.**   When the 'Add Request' pop up opens (See Figure 3), enter the date or date range the
student will be absent. If only one day of absence is being requested, the Start Date and End
Date will be the same (see bubble 5). *By default the current date is entered automatically.*

6.   For elementary school students. Check the 'all day' box (see Bubble 6). This indicates that
the student will not be in school on the date(s) indicated.

7.   Optional: You may select a reason for the absence from the list but it is not required.

8.   Optional: Enter a 'comment' to give more information to the school office if desired.

Figure 3. Add a Request

 9.   Click 'Save'. Submitting an online Absence Request will be forwarded to the school
Secretary. The school Secretary will review the request and will either approve it or deny it. You
will receive a notification via email of the status of your request.

Note: There is still an option to edit the absence request or delete it after it has been submitted
(see Figure 4). Click on 'Edit' or 'Delete' to make any modifications.

Figure 4. Absence Request Screen