

## 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.

- If you have forgotten your Skyward username or password, click [here](#).
- Enter your home email address. Click 'Submit'. This email address must be on file in Skyward.
- 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)

The screenshot displays the Skyward Parent Portal interface. On the left, a navigation menu includes 'Attendance', which is highlighted with a blue bubble containing the number '2'. The main content area shows the 'Attendance' section for a student named Jon (High School-Grades 9-12). It displays 'Today's Attendance: The Jan 21, 2016' with a blue bubble containing the number '3' and a hand icon pointing to the 'Enter Absence Request' link. Below this, there are two tables showing attendance records for 'Mon Jan 18, 2016' and 'Mon Nov 23, 2015'. The 'Mon Jan 18, 2016' table shows two excused absences. The 'Mon Nov 23, 2015' table shows eight unexcused absences (Family Vacation). To the right, a 'YTD Day Totals' bar chart shows 1 excused day and 7.5 unexcused days for Jon. The chart has a legend for 'Excused' (purple) and 'Unexcused' (blue).

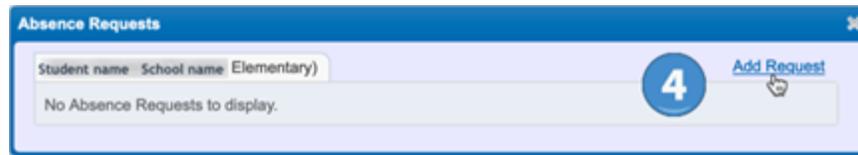
Class	Attendance	Period
Art 1/Art Introduction	EXCUSED	1
English Survey S1	EXCUSED	2

Class	Attendance	Period
English Survey S1	UNEXCUSED (FAMILY VACATION)	2
Physical Education 11	UNEXCUSED (FAMILY VACATION)	3
Chemistry I S1	UNEXCUSED (FAMILY VACATION)	4
Statistics	UNEXCUSED (FAMILY VACATION)	5
Computer Science I	UNEXCUSED (FAMILY VACATION)	7
Concert Band	UNEXCUSED (FAMILY VACATION)	8

Figure 1. Skyward Parent Portal (Family Access)

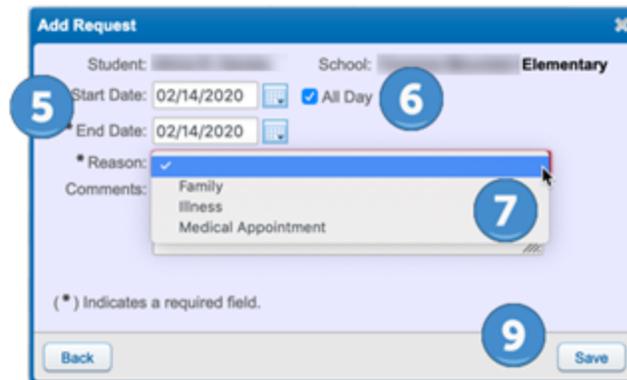
## Excusing Absences in Skyward (cont.)

- 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))**

- 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.*
- 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.
- Optional: You may select a reason for the absence from the list but it is not required.
- Optional: Enter a 'comment' to give more information to the school office if desired.



**Figure 3. Add a Request**

- 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.

	Status	Start Date/Time	End Date/Time	Reason
<a href="#">Edit</a> <a href="#">Delete</a>	Pending	Fri Feb 14, 2020	Fri Feb 14, 2020	Illness

**Figure 4. Absence Request Screen**