

Student Absences on Skyward:

As you may have noticed, there is no longer an absence form on the school website. You can now enter your student absences through Skyward. Attached is a picture and step by step directions on how to enter an absence on Skyward.

Step 1: Find the Attendance tile on your skyward account.

Step 2: Click the green plus – Add Absence Request.

Step 3: Fill out the details for the absence – Start Date, End Date

Step 4: Select attendance reason, add a comment (if necessary) you can also attach a doctor's note.

Last: Make sure that you hit save in the top left of the screen.

