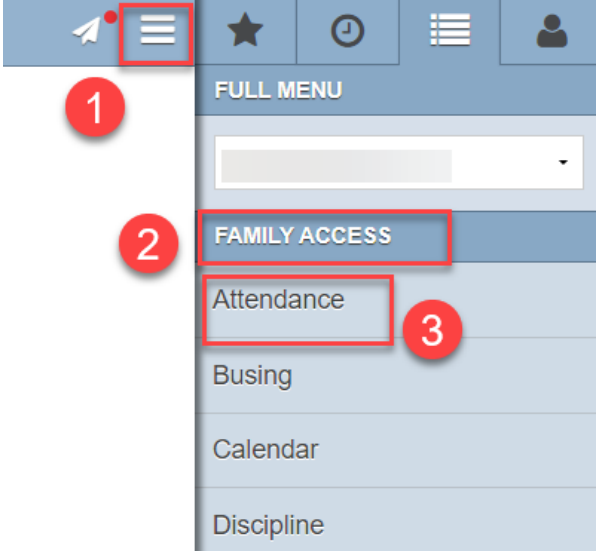
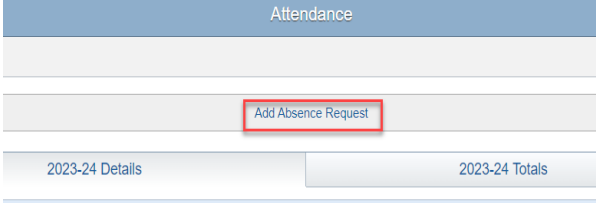
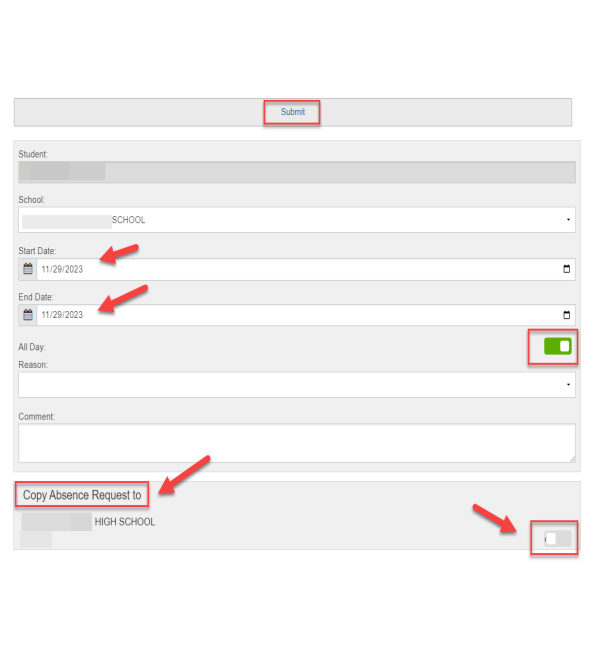


# How to Submit an Absence Request in the Skyward Mobile App

	<p>Select the Attendance option from the menu.</p>
	<p>Select the Add Absence Request link.</p>
	<p>Select the Start Date and End Date for the absence.</p> <p>To Copy the absence to another student, click the button in the 'Copy Request to' area to toggle the switch to on (button will appear green when selected).</p>

Submit

Student: \_\_\_\_\_

School: SCHOOL

Start Date: 11/29/2023

End Date: 11/29/2023

All Day:

Start Time: 06:00 AM

End Time: 05:00 PM

Reason: \_\_\_\_\_

Comment: \_\_\_\_\_

Copy Absence Request to: SCHOOL

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

Select a reason for the absence from the drop down menu. Use the comment box to enter a parent note. Click Save.

2023-24 Details | 2023-24 Totals

Pending Request  
11/30/2023 Thu

All Day: Yes  
Reason: MEDICAL APPT ENTERED IN FA  
Comment: Doctor appointment at 1:00 pm.

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

To edit or delete the request select the button in the upper right corner of the pending request.

Edit

Student: \_\_\_\_\_

School: \_\_\_\_\_

Start Date: 11/30/2023

End Date: 11/30/2023

All Day: \_\_\_\_\_

Reason: MEDICAL APPT ENTERED IN FA

Comment: Doctor appointment at 1:00 pm.

T  
Select the Edit button to edit the request.

Cancel Save Delete

Student  
[Redacted]

School  
[Redacted] SCHOOL

Start Date:  
11/30/2023

End Date:  
11/30/2023

All Day:

Reason:  
MEDICAL APPT ENTERED IN FA

Comment:  
Doctor appointment at 1:00 pm

**Enter the changes and then click Save.**

**Select the Delete button if you wish to delete the pending request.**