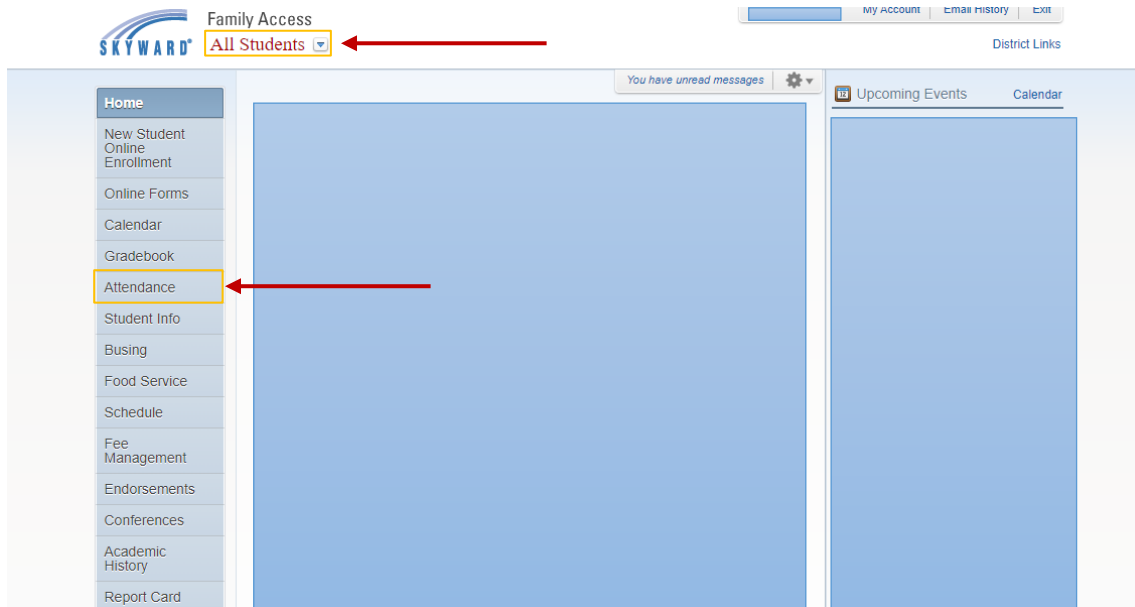


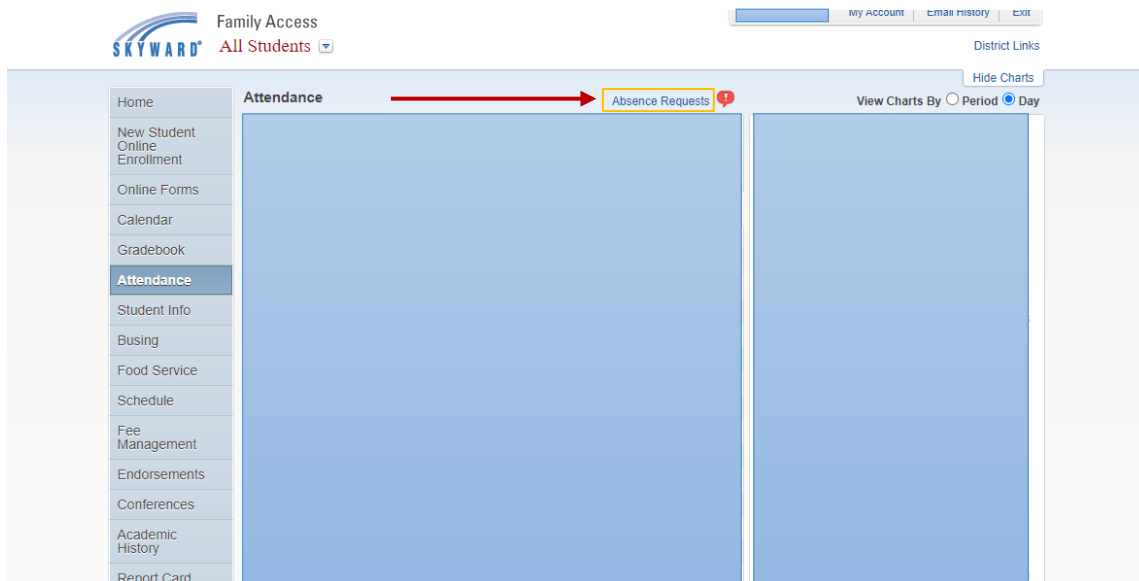
Parent Request for Excused Absences in Skyward

To submit and absence note in Skyward:

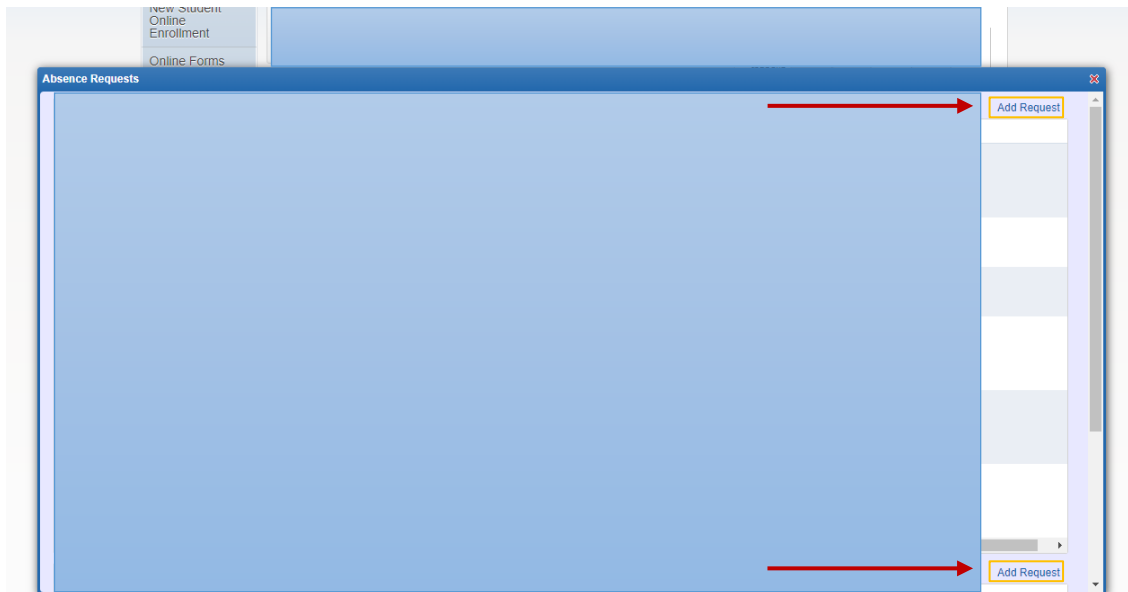
- Log in to your parent Skyward account
 - Navigate to ccisd.net -> Logins -> Skyward Family Access
- Select student (if applicable)
- Click on the Attendance tab



- Click “Absence Requests”



- Click “Add Request”



- Select the dates of the absences and add a reason in the “Comments” box
- If you would like request applied to multiple students, check the “Copy Absence Request to” box
- Click Save

 A screenshot of the "Add Request" form. The form has a light blue background and a dark blue header. It contains the following fields and controls:

- A "Student:" text input field.
- * Start Date: A date picker showing "12/08/2022".
- * End Date: A date picker showing "12/08/2022".
- * Comments: A large text area.
- * All Day: A checked checkbox.
- Copy Absence Request to: A checkbox followed by a text input field and the word "at" followed by another text input field.
- At the bottom, there are "Back" and "Save" buttons.

 Red arrows point to the "Student" field, the "Start Date" and "End Date" date pickers, the "Comments" text area, the "Copy Absence Request to" checkbox and input fields, and the "Save" button.

- ❖ You will be able to monitor the status of your request in your Absence Requests
- ❖ Five or more consecutive absences will require a doctor’s note to the front office
- ❖ You may also submit an Absence Request for Discretionary Days (two weeks in advance)
- ❖ All Absence Requests are subject to approval by the Principal