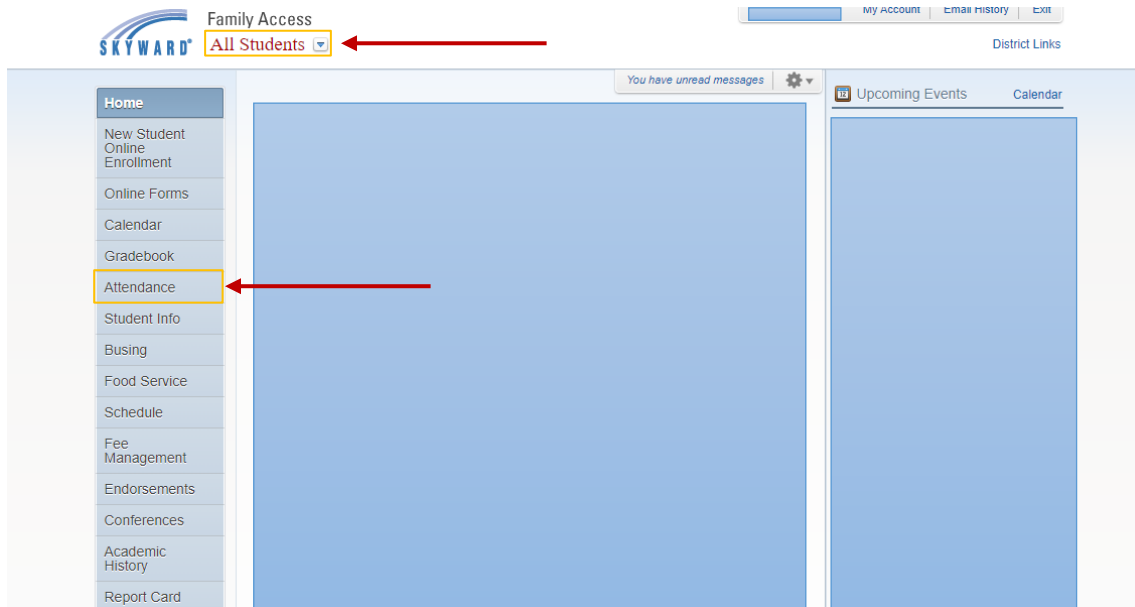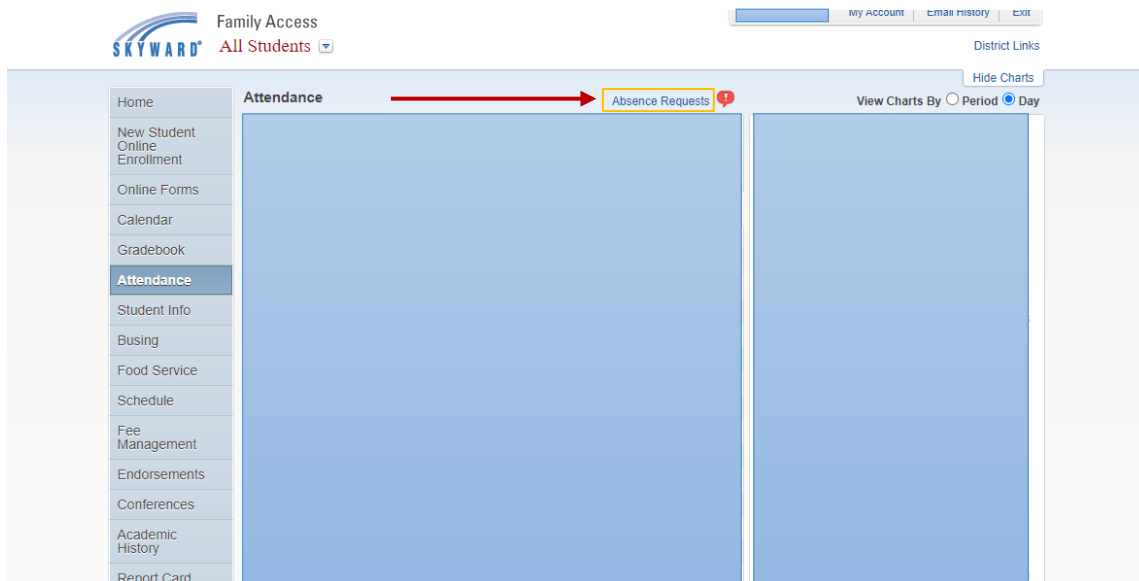# Parent Request for Excused Absences in Skyward

**To submit and absence note in Skyward:**
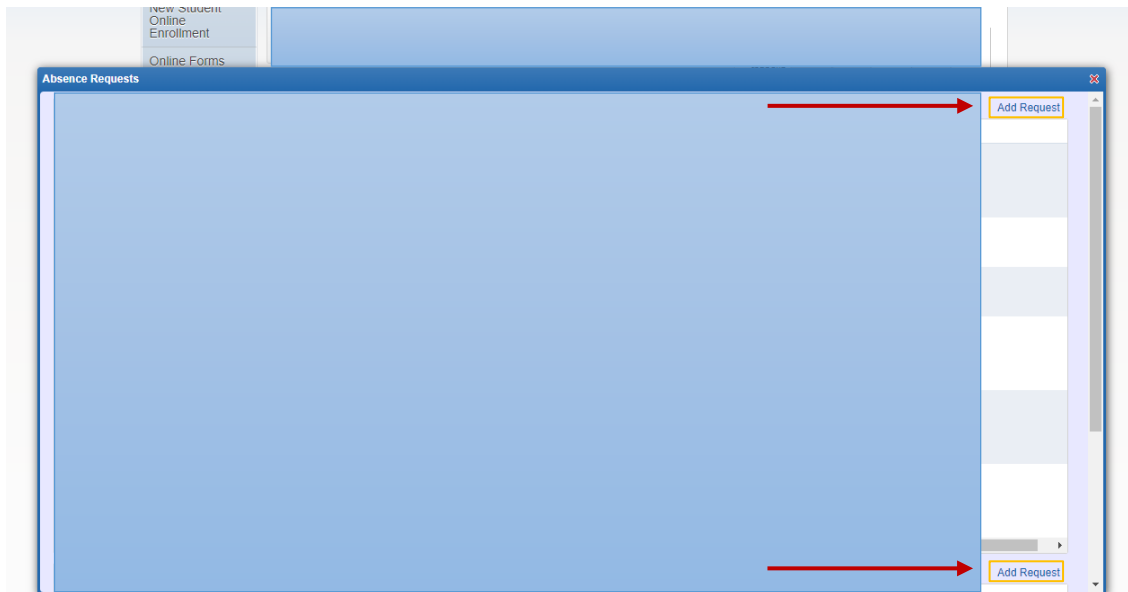
- ➢ Log in to your parent Skyward account
  - o Navigate to ccisd.net -> Logins -> Skyward Family Access
- ➢ Select student (if applicable)
- ➢ Click on the Attendance tab



- ➢ 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



❖ 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