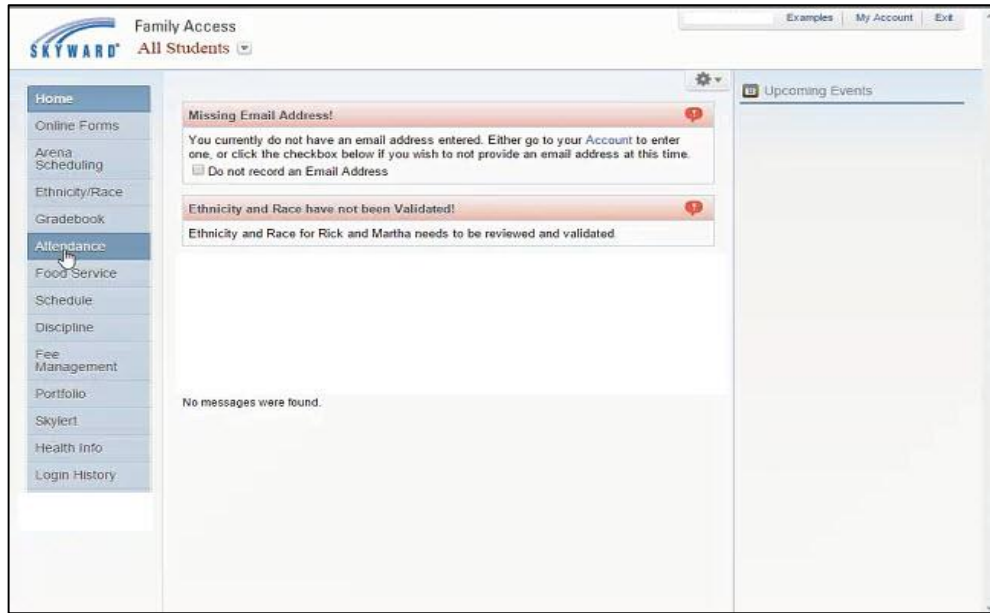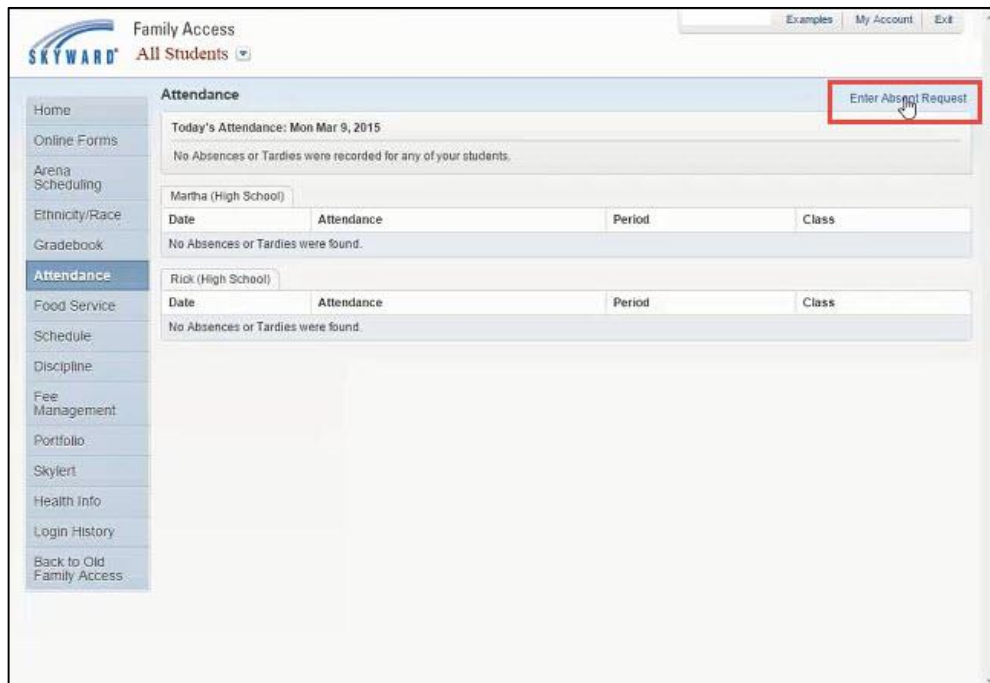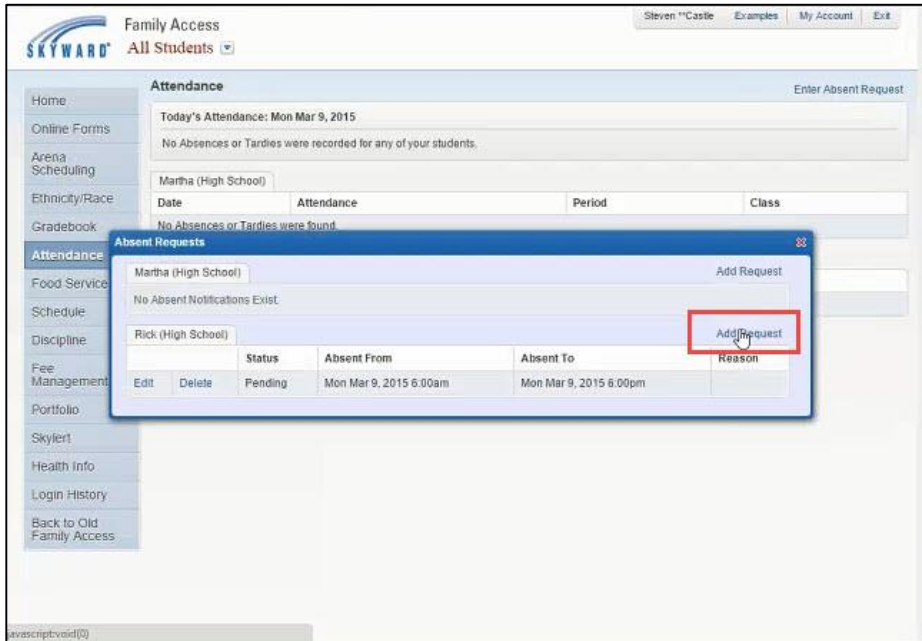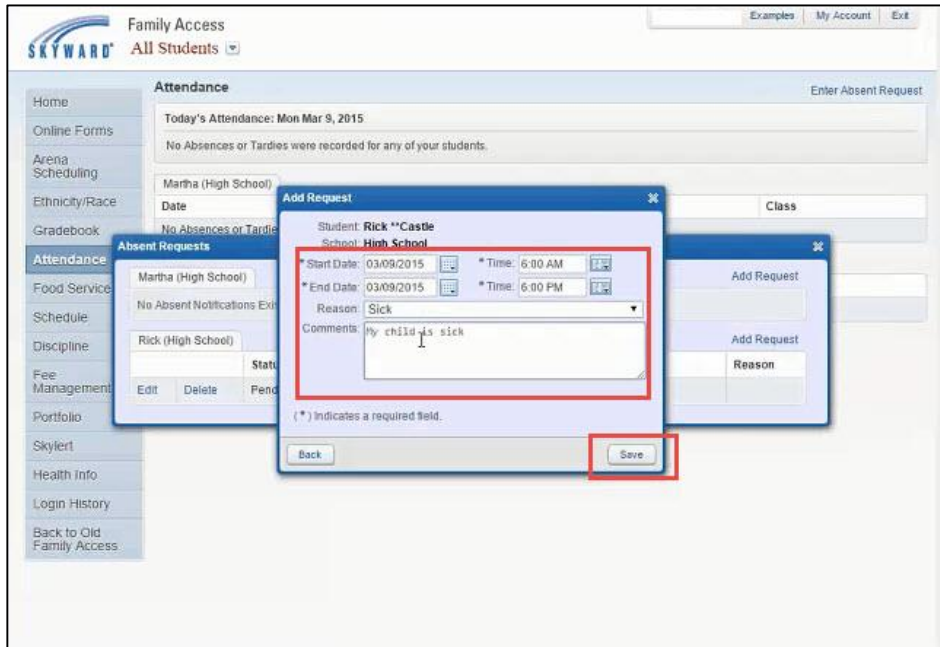# Skyward Family Access Absence Notifications

- Log into Family Access and select **Attendance** from the menu options to the left.

- Click on **Enter Absent Request** toward the upper right of the Attendance screen

- Select the **Add Request** link to the right in the pop-up window.

- Enter the start date/time and the end date/time for the absence.

- Choose a reason for the request from the drop-down menu.

- Add any additional comments for the office.

- When finished, click **Save**.

- After clicking Save on the previous screen, the absent request will appear as pending.

- You will receive a confirmation email that the request has been created.

- Once the office has processed the absent request, you'll receive an additional email confirmation.

Please feel free to contact me if you have any questions or issues with your Family Access account.
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