Skyward Early Release / Absence Request

Fill out an early release or absence request in Skyward Family Access in advance of the absence, no later than two hours prior to the student's need to leave campus. Attendance Coordinators will be automatically alerted.

- Log into your **Skyward Family Access** account
- Locate Skyward Tabs on the left side of your screen
- Click on **Attendance**
- Click on **Enter Absent Request** in the upper right hand corner typed in blue
- A new box will open
  - Select **Add Request** in the upper right hand corner typed in blue
- Enter absent date and reason
- Click on **Save**

Keep in mind that your student may be at the GBCCA campus and these requirements will assist in the communication between the two campuses and provide proper documentation to release the students on either campus.

If your student is in athletics last period, please contact us before 2:45 pm. Often they are outside and we may not be able to locate them.

Sign outs will not be permitted after 3:30 p.m.