

Conrad Weiser High School Attendance

Instructions

When your child misses school, please login to your Skyward account and enter an excuse. Excuses must be submitted through Skyward **within three (3) school days** of your child's return to school. Our office will receive a notification that this has occurred. There is **no need to call or email** CWHHS to inform us of your student's absence. Rather, please see the instructions below for utilizing Skyward for entering online student absence excuses.

If you have a physician's note for an absence, they may be handed in to the high school office or scanned/photographed and emailed to Mrs. Gresoi at l_gresoi@conradweiser.org (These documents must be submitted **within three (3) school days** of your child's return to school.).

Skyward Attendance Instructions:

1. Log on to www.conradweiser.org and hover over Parents & Community tab; Click on Student and Parent Link; Click on Skyward Parent Login.
2. Login to your Skyward account.
3. Be sure your child's name appears at the top of the page.
4. Click on the Attendance tab on the left side of the screen.
5. Click on the words "Absence Requests" (in blue). A small box will appear showing the date of the absence.
6. Click on "Add Request".
7. Select the date of absence (you may add consecutive dates if the reason is the same).
8. In the comments section, please enter a BRIEF reason for the absence (i.e. illness).
9. Click Save.
10. You will receive an email confirmation via Skyward when the absence is submitted.
11. Check the attendance tab in Skyward to verify approval or denial.

Contact the High School office (610-693-8521) with any questions you may have regarding this procedure.