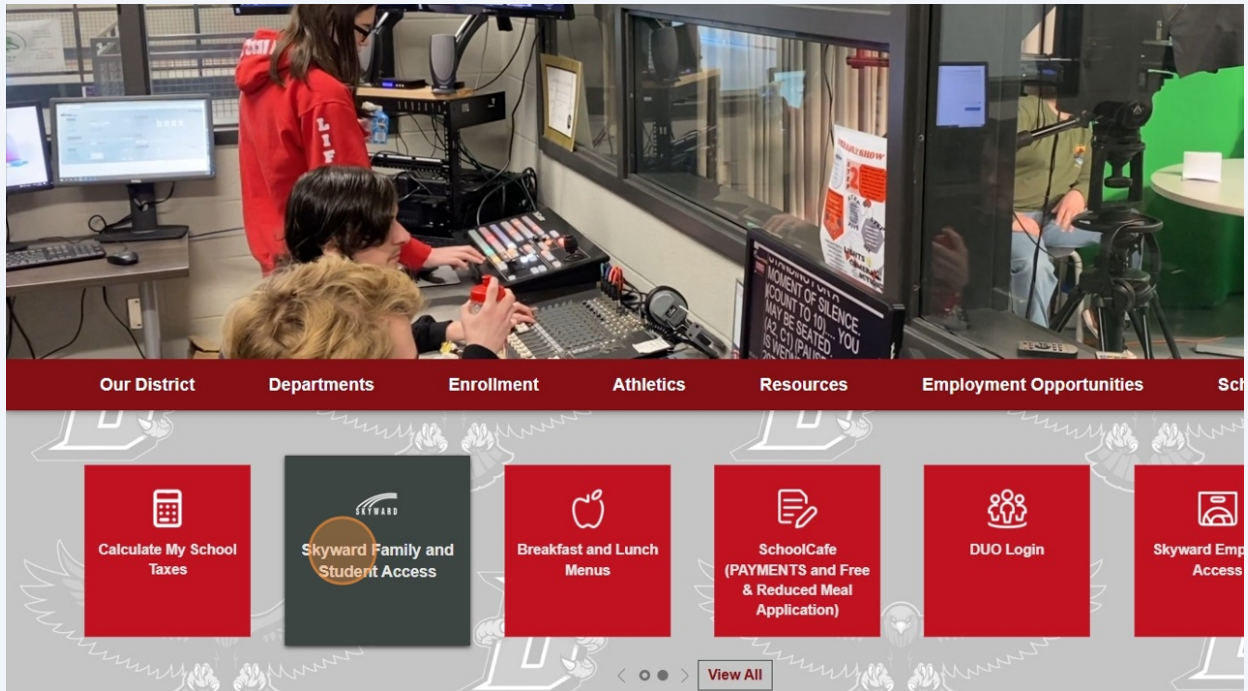


How to Submit an Absence Request in Skyward


1

Go to <https://www.doversd.org> and click "Skyward Family and Student Access" from the homepage.



2 Enter your Skyward Username

Dover Area School District PA - DMT Build: fd346438 (v1.239.3.00 - 07/03/23 - 4:50 PM)



Dover Area School District

Username


Password [Show](#)

[Sign In >](#)


[Forgot your Username or Password?](#)

OR

[Sign In with Duo](#)



3 Enter your Skyward Password.



Dover Area School District

Username


Password [Show](#)

[Sign In >](#)

[Forgot your Username or Password?](#)

OR

[Sign In with Duo](#)



Version: 1.293.5.13925

4 Click "Sign In"

DOVER
EAGLES

Dover Area School District

Username

Password

Show

Sign In >

[Forgot your Username or Password?](#)

OR

Sign In with Duo

SKYWARD

Version: 1.293.5.13925

5 If you are unsure of your Username or Password Click "Forgot your Username or Password?"

Dover Area School District PA - DMT Build: fd346438 (v1.2393.00 - 07/03/23 - 4:50 PM)

DOVER
EAGLES

Dover Area School District

The Password field is required.

The Username field is required.

Username

Password

Show

Sign In >

[Forgot your Username or Password?](#)

OR

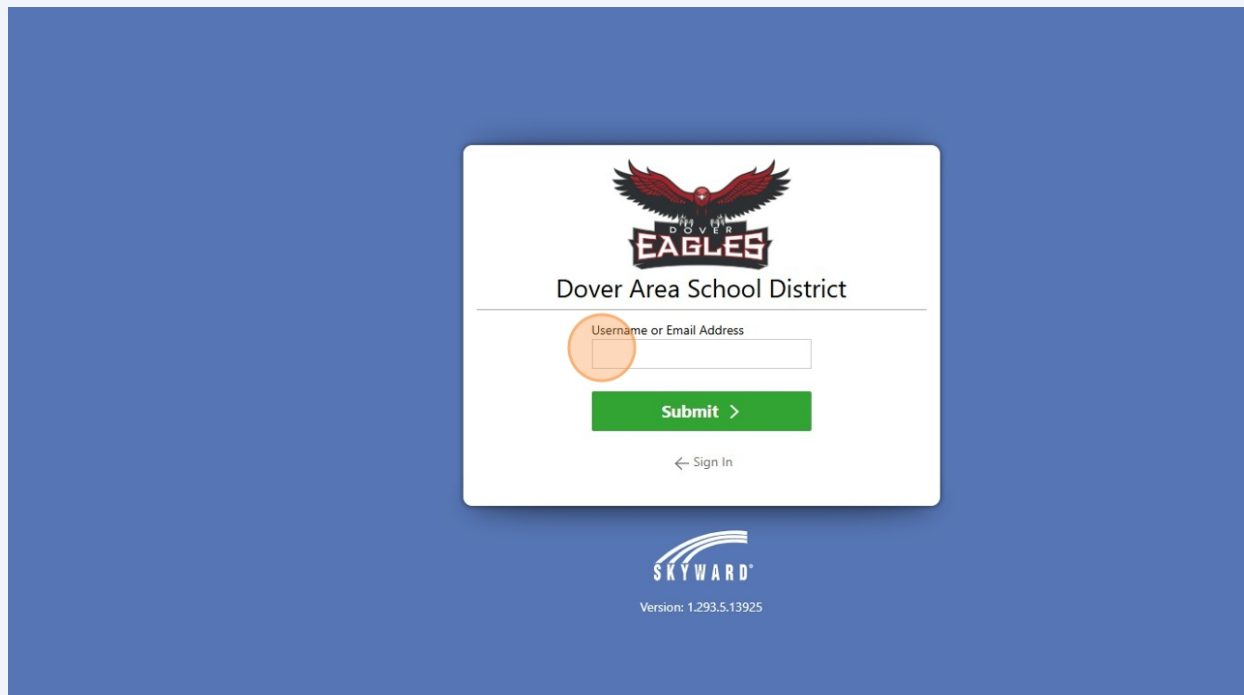
Sign In with Duo

SKYWARD

Version: 1.293.5.13925

6

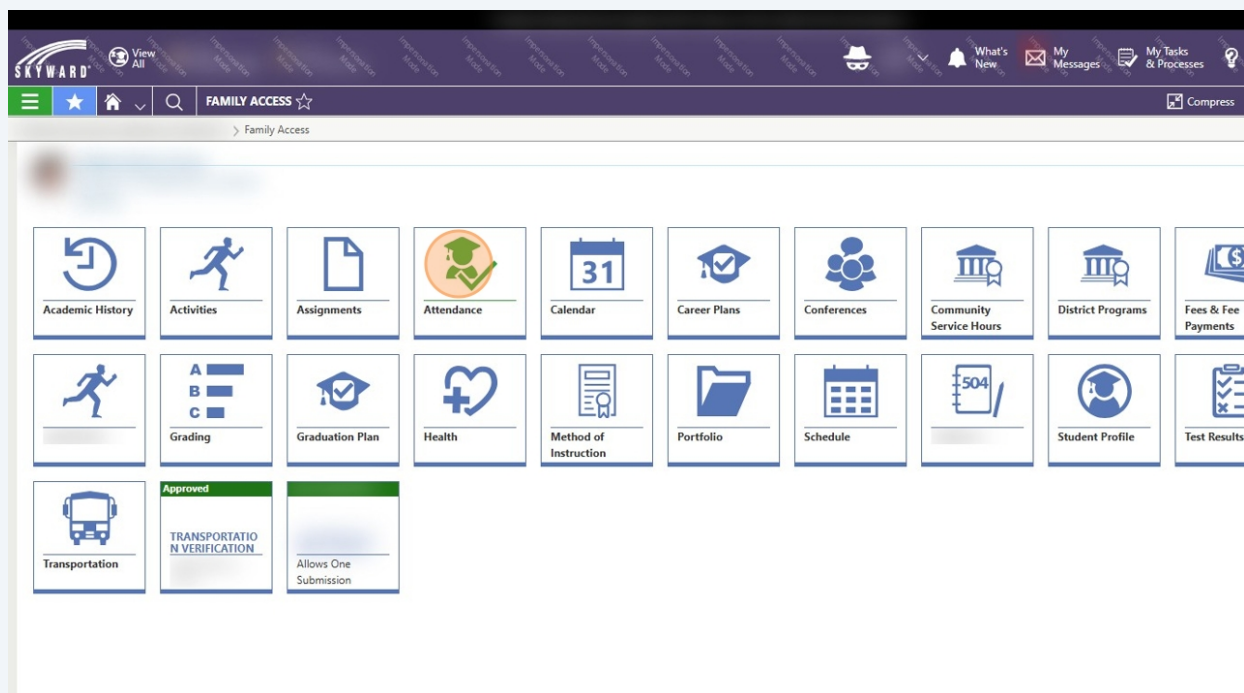
Enter your "Username or Email Address" in the field and click "Submit" and email will be sent to the email on file with password reset instructions.



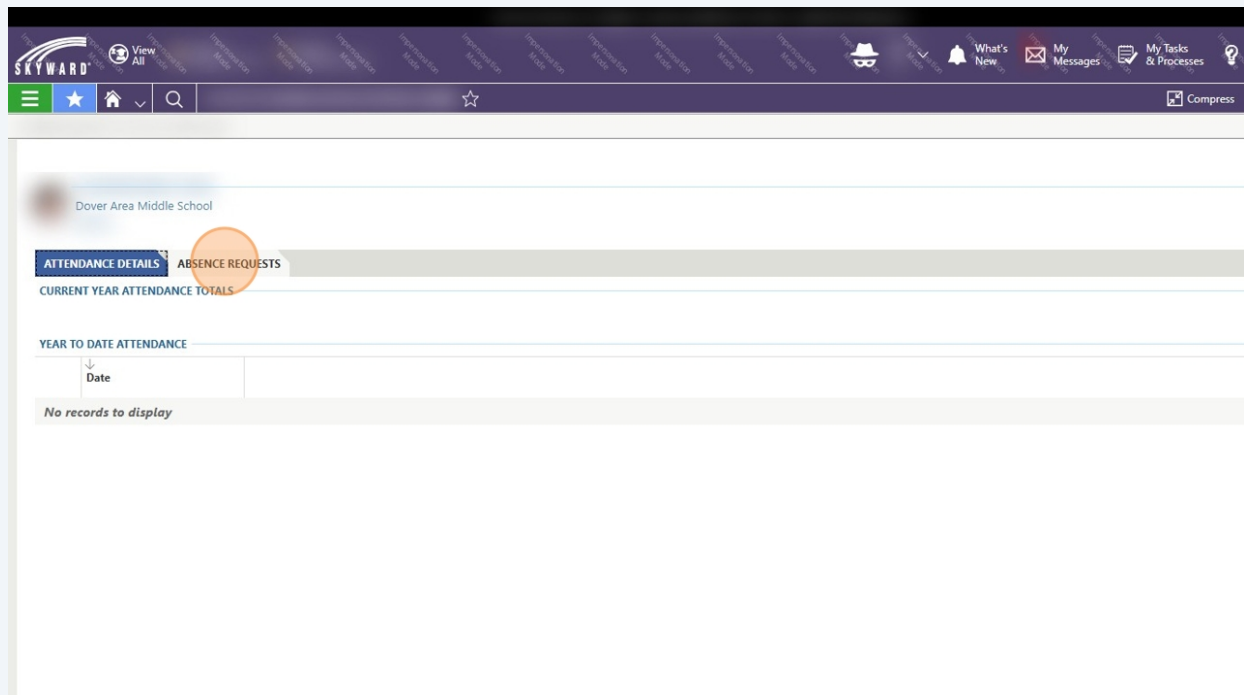
The image shows a password reset form for the Dover Area School District. The form is centered on a blue background. At the top, there is a logo for the Dover Area School District featuring an eagle and the word "EAGLES". Below the logo, the text "Dover Area School District" is displayed. The form contains a text input field labeled "Username or Email Address" with an orange circle highlighting it. Below the input field is a green "Submit >" button. Below the button is a link that says "← Sign In". At the bottom of the form, there is a "SKYWARD" logo and the text "Version: 1.293.5.13925".

7

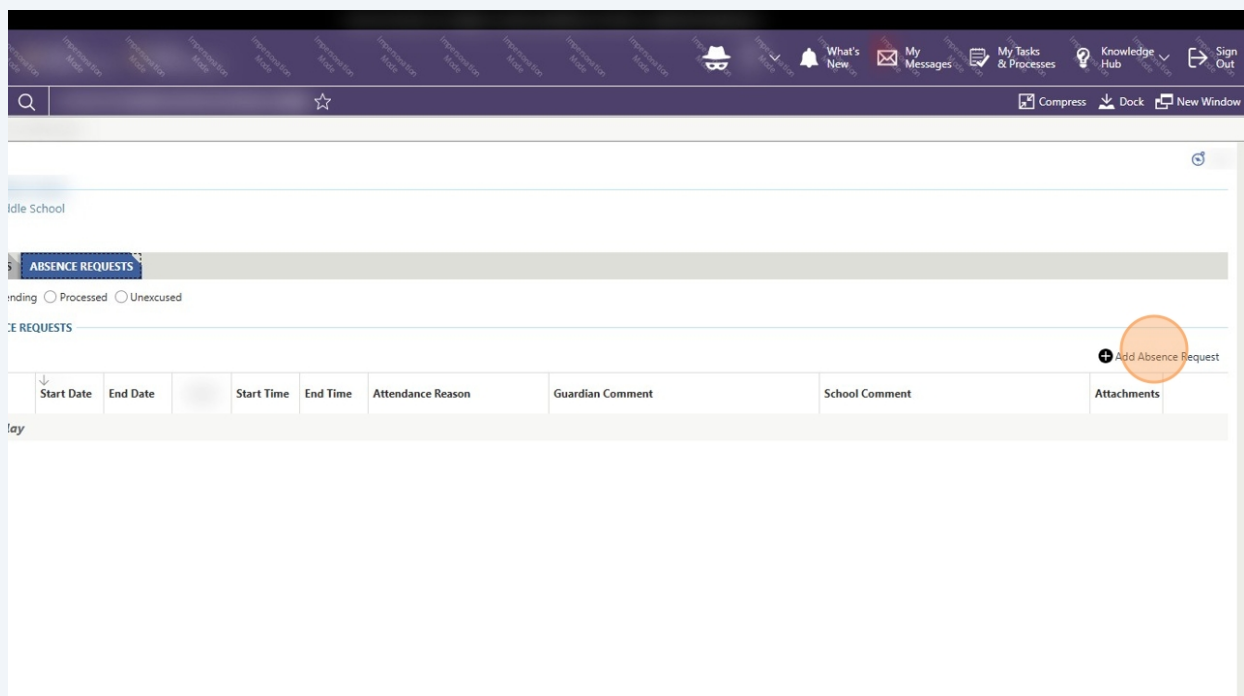
Once logged in click on the Attendance tile.



8 Click "Absence Requests"



9 Click "Add Absence Request"



10 Enter a start and end date of the absence.

The screenshot shows the 'Add Absence Request' form in the Skyward system. The form has a header bar with the title 'Add Absence Request' and a subtitle 'Enter Absence Request Details'. Below the header, there are fields for 'Student', 'Indicators', 'Student Number', 'Grad Year', 'Grade', and 'Calendar'. The 'ABSENCE REQUEST DETAILS' section contains the following fields: 'Start Date' (08/12/2025 Tuesday), 'End Date' (08/12/2025 Tuesday), a checked checkbox, 'Attendance Reason' (a dropdown menu), and 'Guardian Comment' (a text area). An orange circle highlights the 'Start Date' field. At the bottom of the form, there is a 'Select File(s)' button.

11 Click the Attendance Reason dropdown.

The screenshot shows the 'Add Absence Request' form in the Skyward system. The form has a header bar with the title 'Add Absence Request' and a subtitle 'Enter Absence Request Details'. Below the header, there are fields for 'Student', 'Indicators', 'Student Number', 'Grad Year', 'Grade', and 'Calendar'. The 'ABSENCE REQUEST DETAILS' section contains the following fields: 'Start Date' (08/12/2025 Tuesday), 'End Date' (08/12/2025 Tuesday), a checked checkbox, 'Attendance Reason' (a dropdown menu), and 'Guardian Comment' (a text area). An orange circle highlights the 'Attendance Reason' dropdown menu. At the bottom of the form, there is a 'Select File(s)' button.

- 12 Click "Select" next to the reason that best matches the absence.

The screenshot shows the 'Add Absence Request' form in the Skyward system. The form includes fields for Student, Indicators, Student Number, Grad Year, Grade, and Calendar. Under the 'ABSENCE REQUEST DETAILS' section, there are fields for Start Date (08/12/2025 Tuesday), End Date (08/12/2025 Tuesday), and a checked checkbox. The 'Attendance Reason' dropdown menu is open, showing a list of options: 'DR Doctor's Appointment' (highlighted with a blue bar) and 'ILL Illness'. An orange circle highlights the 'Select' button next to 'DR Doctor's Appointment'. The 'Guardian Comment' field is also visible.

- 13 Click the "Guardian Comment" field. Enter details for the attendance office.

The screenshot shows the 'Add Absence Request' form in the Skyward system. The form includes fields for Student, Indicators, Student Number, Grad Year, Grade, and Calendar. Under the 'ABSENCE REQUEST DETAILS' section, there are fields for Start Date (08/12/2025 Tuesday), End Date (08/12/2025 Tuesday), and a checked checkbox. The 'Attendance Reason' dropdown menu is set to 'Doctor's Appointment'. The 'Guardian Comment' field is highlighted with an orange circle, indicating it is the next step in the process. The 'Guardian Comment' field is a text area for entering details for the attendance office.

14

Click "Select File(s)" to upload a doctors note or any other attachments that are specific to the absence.

The screenshot shows the 'Add Absence Request' form. At the top, there are input fields for Student, Indicators, Student Number, Grad Year, Grade, and Calendar. Below these is the 'ABSENCE REQUEST DETAILS' section. It includes fields for *Start Date (08/12/2025 Tuesday), *End Date (08/12/2025 Tuesday), a checked checkbox, *Attendance Reason (Doctor's Appointment), and *Guardian Comment (Student will be out due to stomach bug). A file upload area at the bottom contains a button labeled 'Select File(s)' with an orange circle highlighting it, followed by the text 'or'.

15

Click "Save" to submit your absence request to the office.

This screenshot shows the same 'Add Absence Request' form as above, but with a blue 'Save' button highlighted by an orange circle in the top left corner of the form area. The form fields and the 'Select File(s)' button remain the same. The top of the screen shows a header with 'Dover Area School District PA - DMT Build: fd346438 (v1.239.3.00 - 07/03/23 - 4:50 PM)' and a 'SKYWARN' logo.