

Absence Request (Campus Parent)

Last Modified on 08/28/2020

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Parents and guardians can use the Absence Request tool to submit a request that informs the office in advance when their student is not going to be in school. After the request is processed, an attendance record is created for the student.

Submit New Request

1. Mark the student for whom the absence request is being created.
2. Select a reason the student will be absent from the **Excuse** drop-down.
3. Select the **Absence Type**. Options include: Full Day Absence, Arrive Late, or Leave Early. In this example, Full Day Absence has been selected. Additional fields display depending on the type selected (see Image 2 and 3 below).
4. Enter a start and end date for the absence in the **First Day** and **Last Day** fields.
5. Enter **Comments** about the absence reason.
6. Click Submit when finished

Comments are limited to 50 characters.

Leave Early

Leave Time must be between 6 am and 6 pm.

Arrive Late

Absence Type *

Full Day Absence
 Arrive Late
 Leave Early

First Day * **Last Day ***

Arrival time *

If Arrive Late is selected, enter the **Arrival Time** before submitting.

View Historical Requests

View Requests

To view all previously submitted absence requests for the student, click the **View Requests** button. The **Current Requests** list screen displays. From this screen, details of existing requests can be viewed by selecting the record or a new request can be created by clicking the **New** button.

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Current requests

Last Name	First Name	Start Date	End Date	Status
Anderson	Shiloh	06/04/2019	06/07/2019	Pending
Anderson	Shiloh	06/10/2019	06/10/2019	Approved
Anderson	Shiloh	06/12/2019	06/12/2019	Approved

1 - 3 of 3 items
10 items per page

New
Cancel

New

 button.

Delete Absence Request

Unprocessed absence requests can be deleted by clicking on the record from the Current Requests list screen and then clicking the **Delete Request** button.

Delete Request

Absence Requests

Request Details

Student Name Shiloh Anderson	Start Date Monday, Jun 10, 2019, 8:00 AM	End Date Monday, Jun 10, 2019, 9:15 AM
Excuse sick: Sick	Comments Dr. Apt	Submitted time Jun 4, 2019, 10:26 AM

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Delete Request