

Absence Request (Campus Parent)

Last Modified on 02/13/2023 9:27 am CST

The Absence Request tool is part of the [Campus Workflow Suite](#).

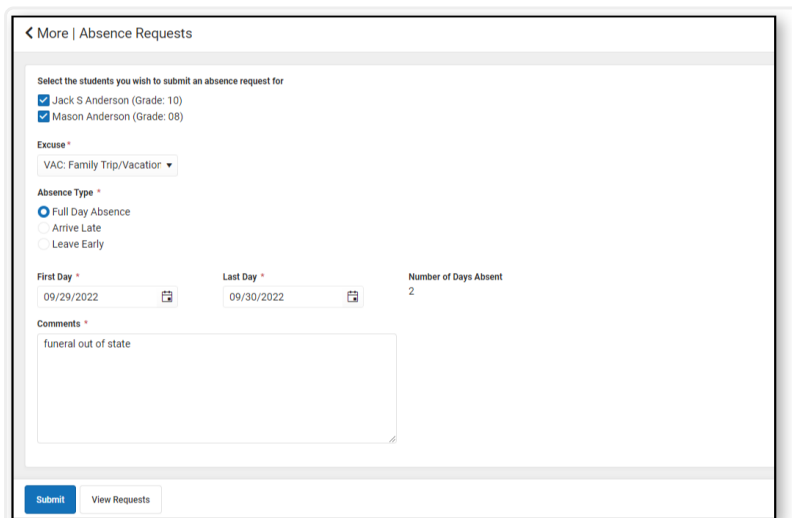
[Submit a New Absence Request](#) | [View Requests](#) | [Delete a Request](#)

Portal: [Campus Parent](#) > [More](#) > [Absence Request](#)

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, Campus creates an attendance record for the student.

What can I do?

- [Submit a New Absence Request](#)
- [View Requests](#)
- [Delete a Request](#)



The screenshot shows the 'Absence Requests' form in the Campus Parent portal. The form is titled '< More | Absence Requests'. It includes a section for selecting students, with two students checked: Jack S Anderson (Grade: 10) and Mason Anderson (Grade: 08). The 'Excuse' dropdown is set to 'VAC: Family Trip/Vacation'. The 'Absence Type' section has 'Full Day Absence' selected. The 'First Day' is 09/29/2022 and the 'Last Day' is 09/30/2022, resulting in 'Number of Days Absent' of 2. The 'Comments' field contains the text 'funeral out of state'. At the bottom, there are 'Submit' and 'View Requests' buttons.

Portal Absence Request Tool Example

Submit a New Absence Request

1. Mark the student for whom you are submitting the absence request.
2. Select the reason the student will be absent from the **Excuse** dropdown list.
3. Select the **Absence Type**.

Absence Type	Description						
<p>Full Day Absence</p>	<p>This option allows you to submit a request for an entire day. You may request more than one day. Be sure to enter the dates in the First Day and Last Day fields.</p> <div data-bbox="483 443 1398 840" style="border: 1px solid black; padding: 10px;"> <p>Excuse * <input type="text" value="VAC: Family Trip/Vacation"/></p> <p>Absence Type * <input checked="" type="radio"/> Full Day Absence <input type="radio"/> Arrive Late <input type="radio"/> Leave Early</p> <table border="1" data-bbox="507 667 1347 757"> <thead> <tr> <th>First Day *</th> <th>Last Day *</th> <th>Number of Days Absent</th> </tr> </thead> <tbody> <tr> <td>09/29/2022</td> <td>09/30/2022</td> <td>2</td> </tr> </tbody> </table> <p>Comments * <input type="text" value="funeral out of state"/></p> </div>	First Day *	Last Day *	Number of Days Absent	09/29/2022	09/30/2022	2
First Day *	Last Day *	Number of Days Absent					
09/29/2022	09/30/2022	2					
<p>Arrive Late</p>	<p>If you select the Arrive Late option, enter the time your student will arrive in the Arrival Time field.</p> <div data-bbox="475 967 1422 1055" style="background-color: #fff9c4; padding: 5px; text-align: center;"> <p>Arrival Time must be between 6 am and 6 pm.</p> </div> <div data-bbox="501 1115 1366 1653" style="border: 1px solid black; padding: 10px;"> <p>Excuse * <input type="text" value="APPT: Appointment"/></p> <p>Absence Type * <input type="radio"/> Full Day Absence <input checked="" type="radio"/> Arrive Late <input type="radio"/> Leave Early</p> <p>Date * <input type="text" value="09/26/2022"/></p> <div data-bbox="512 1464 828 1572" style="border: 1px solid orange; padding: 5px;"> <p>Arrival Time * <input type="text" value="9:45 AM"/></p> </div> <p>Comments * <input type="text" value="Ortho appt"/></p> </div>						

Absence Type	Description
<p>Leave Early</p>	<p>If you select the Leave Early option, enter the time your student will leave in the Departure Time field.</p> <p>Departure Time must be between 6 am and 6 pm.</p> <div data-bbox="486 524 1369 1070" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Excuse * <input type="text" value="APPT: Appointment"/></p> <p>Absence Type * <input type="radio"/> Full Day Absence <input type="radio"/> Arrive Late <input checked="" type="radio"/> Leave Early</p> <p>Date * <input type="text" value="09/26/2022"/></p> <p>Departure Time * <input type="text" value="2:00 PM"/></p> <p>Comments * <input type="text" value="Ortho appt"/></p> </div>

4. Enter the date(s) for the absence.
5. Enter **Comments** about the absence reason.

Comments are limited to 100 characters.

6. Click **Submit** when finished.

View Requests

To view all previously submitted absence requests for the student, click the **View Requests**

View Requests

button. The **Current Requests** displays details of existing requests and can be viewed by selecting the record.

← More | Absence Requests

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

10 items per page 1 - 3 of 3 items

New Cancel

Delete a Request

To delete an unprocessed absence request, click the request on the Current Requests screen then click the **Delete Request** button.

Absence Requests

Request Details

Student Name Colton Abegg	Request Status Pending	Start Date Wednesday, Apr 27, 2022 - All Day	End Date Wednesday, Apr 27, 2022 - All Day
Excuse ILL: Illness	Comments Has a cold.	Submitted Time Apr 26, 2022, 2:50 PM	

Back **Delete Request**

Solicitud de ausencia (padre del campus)

 (/help/pdfexport/id/5ec597818e121cdb74d1ae1e) 

Última modificación el 13/02/2023 9:27 am CST

La herramienta Solicitud de Ausencia es parte de Campus Workflow Suite
(<https://www.infinitecampus.com/products/campus-workflow>) .

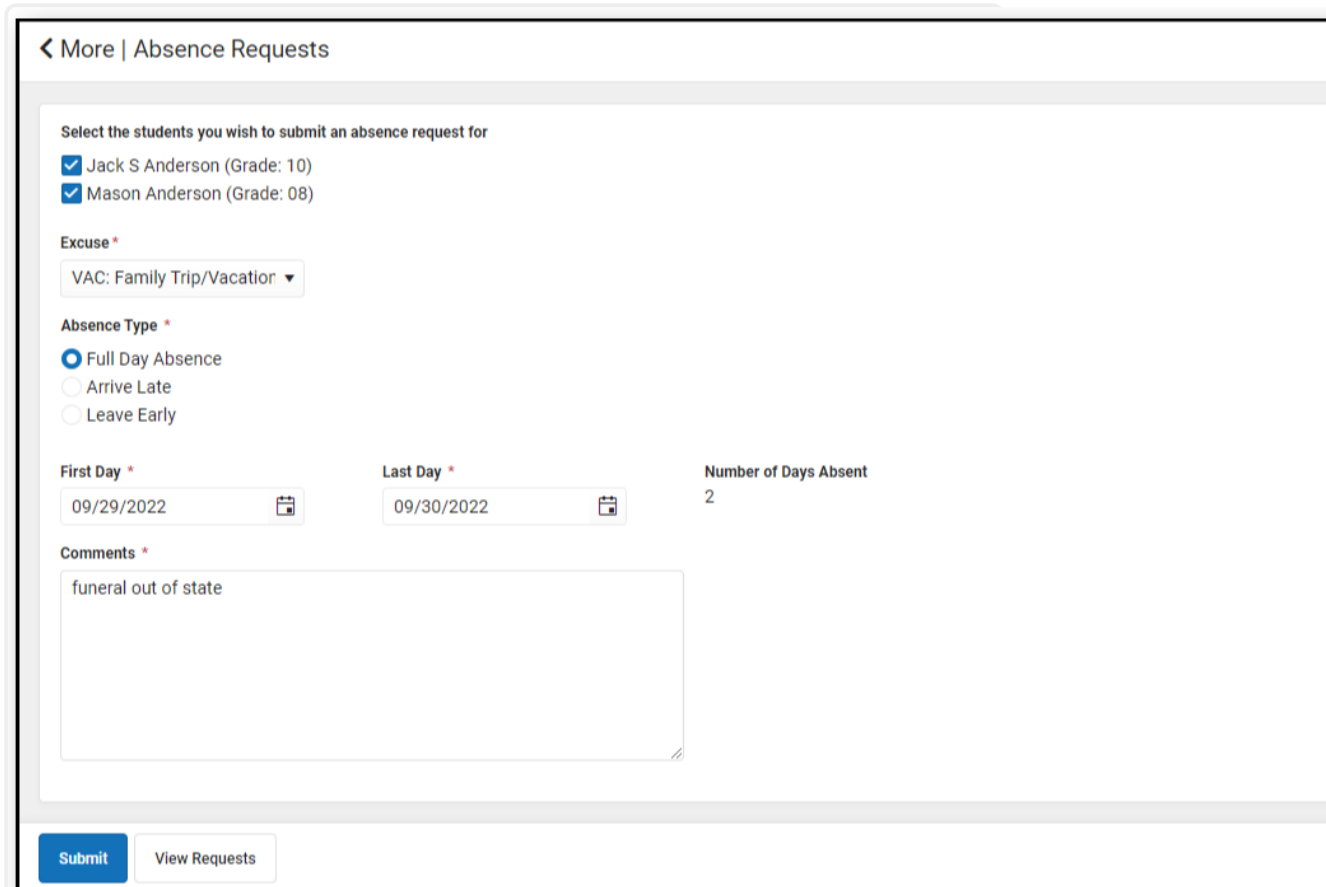
[Enviar una nueva solicitud de ausencia](#) | [Ver solicitudes](#) | [Eliminar una solicitud](#)

Portal : [Campus Parent](#) > [Más](#) > [Solicitud de ausencia](#)

Los padres y tutores pueden usar la herramienta Solicitud de ausencia para enviar una solicitud que informe a la oficina con anticipación cuando su estudiante no estará en la escuela. Después de procesar la solicitud, Campus crea un registro de asistencia para el estudiante.

¿Qué puedo hacer?

- [Enviar una nueva solicitud de ausencia](#)
- [Ver solicitudes](#)
- [Eliminar una solicitud](#)



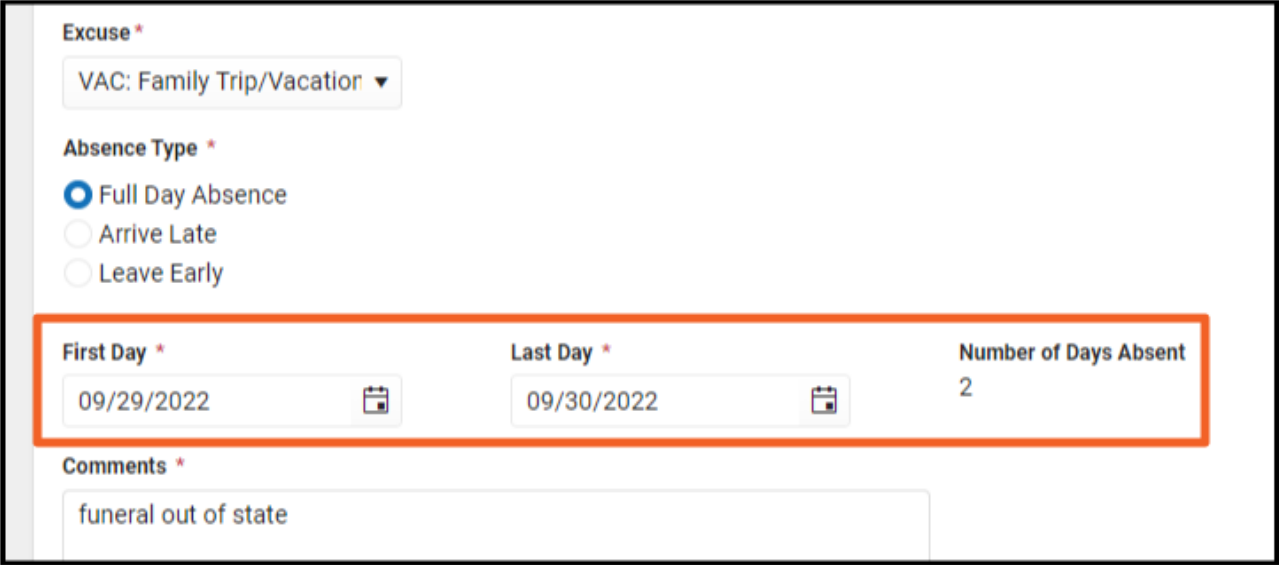
The screenshot shows a web form titled "More | Absence Requests". It includes a section for selecting students, with two checked options: "Jack S Anderson (Grade: 10)" and "Mason Anderson (Grade: 08)". Below this is an "Excuse" dropdown menu set to "VAC: Family Trip/Vacation". The "Absence Type" section has three radio buttons: "Full Day Absence" (selected), "Arrive Late", and "Leave Early". The "First Day" is set to "09/29/2022" and the "Last Day" is "09/30/2022", with a "Number of Days Absent" field showing "2". A "Comments" text area contains the text "funeral out of state". At the bottom, there are two buttons: "Submit" and "View Requests".

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Ejemplo de herramienta de solicitud de ausencia del portal

Enviar una nueva solicitud de ausencia

1. Marque el estudiante para el que está enviando la solicitud de ausencia.
2. Seleccione la razón por la cual el estudiante estará ausente de la lista desplegable **Excusa** .
3. Seleccione el **Tipo de ausencia** .

Tipo de ausencia	Descripción
Ausencia de día completo	<p>Esta opción le permite enviar una solicitud para un día completo. Puede solicitar más de un día. Asegúrese de ingresar las fechas en los campos Primer día y Último día .</p>  <p>(//dyzz9obi78pm5.cloudfront.net/app/image/id/6331b3509020f77076459273/n/fullday.png)</p>

Tipo de ausencia	Descripción
Llegar tarde	<p>Si selecciona la opción Llegar tarde, ingrese la hora en que llegará su estudiante en el campo Hora de llegada .</p> <div data-bbox="548 370 1860 493" style="border: 1px solid orange; padding: 5px;"><p>La hora de llegada debe ser entre las 6 am y las 6 pm.</p></div> <div data-bbox="583 570 1755 1308" style="border: 2px solid black; padding: 10px; margin: 10px 0;"><p>Excuse *</p><p>APPT: Appointment ▼</p><p>Absence Type *</p><p><input type="radio"/> Full Day Absence</p><p><input checked="" type="radio"/> Arrive Late</p><p><input type="radio"/> Leave Early</p><p>Date *</p><p>09/26/2022 📅</p><div data-bbox="600 1052 1024 1198" style="border: 2px solid orange; padding: 5px;"><p>Arrival Time *</p><p>9:45 AM 🕒</p></div><p>Comments *</p><p>Ortho appt</p></div> <p>(//dyzz9obi78pm5.cloudfront.net/app/image/id/6331b35d8501ac7e0f1ba404/n/arrive-late.png)</p>

Tipo de ausencia	Descripción
Irse temprano	<p>Si selecciona la opción Salir temprano, ingrese la hora en que su estudiante se irá en el campo Hora de salida .</p> <div data-bbox="546 370 1862 493" style="border: 1px solid orange; padding: 5px;"><p>La hora de salida debe ser entre las 6 am y las 6 pm.</p></div> <div data-bbox="560 568 1766 1321" style="border: 2px solid black; padding: 10px;"><p>Excuse *</p><p>APPT: Appointment ▼</p><p>Absence Type *</p><p><input type="radio"/> Full Day Absence</p><p><input type="radio"/> Arrive Late</p><p><input checked="" type="radio"/> Leave Early</p><p>Date *</p><p>09/26/2022 📅</p><div data-bbox="577 1052 1014 1198" style="border: 2px solid orange; padding: 5px;"><p>Departure Time *</p><p>2:00 PM 🕒</p></div><p>Comments *</p><p>Ortho appt</p></div> <p>(//dyzz9obi78pm5.cloudfront.net/app/image/id/6331b3663325e82efd5460b7/n/earlyleave.png)</p>

4. Introduzca la(s) fecha(s) de la ausencia.

5. Introduzca **Comentarios** sobre el motivo de la ausencia.

Los comentarios están limitados a 100 caracteres.

6. Haga clic en **Enviar** cuando haya terminado.

Ver solicitudes

Para ver todas las solicitudes de ausencia enviadas anteriormente para el estudiante, haga clic en el botón **Ver**

solicitudes

[View Requests](#)

(//dyzz9obi78pm5.cloudfront.net/app/image/id/62684a75f9df6d2ec44613fb/n/1651001973759.png) . Las

solicitudes actuales muestran los detalles de las solicitudes existentes y se pueden ver seleccionando el registro.

< More | Absence Requests

Current requests

Last Name	First Name	Start Date ↑	End Date	Status
		month/day/y... 📅	month/day/y... 📅	All ▼
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 10 items per page 1 - 3 of 3 items

New Cancel

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Eliminar una solicitud

Para eliminar una solicitud de ausencia no procesada, haga clic en la solicitud en la pantalla Solicitudes actuales y luego haga clic en el botón **Eliminar solicitud** .

Absence Requests

Request Details

Student Name Colton Abegg	Request Status Pending	Start Date Wednesday, Apr 27, 2022 - All Day	End Date Wednesday, Apr 27, 2022 - All Day
Excuse ILL: Illness	Comments Has a cold.	Submitted Time Apr 26, 2022, 2:50 PM	

[Back](#) [Delete Request](#)

(//dyzz9obi78pm5.cloudfront.net/app/image/id/62684dee0e7c020f0202fe76/n/delete-request.png)