



Absence Request

in Campus Parent

Guardians can use the Absence Request tool in Campus Parent to inform the office in advance when their student is not going to be at school or will be arriving late.

Submit a New Absence Request

1. Log into Campus Parent.
2. Click on **More**.
3. Click on **Absence Request**.
4. Select the student(s) for whom you are submitting an absence request.
5. Select the reason the student will be absent from the **Excuse** dropdown list.
 - SICK: Student Illness
 - VAC: Student on Vacation
 - OTH: Other- Please Explain in Comment

6. Select the **Absence Type**:
 - **Full Day Absence** – Select this option if the request is for an entire day or more. Enter or click on the calendar icon to select the dates for the **First Day** and **Last Day** fields.

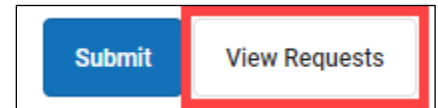
If your student will be gone for just one day, the First Day and Last Day will be the same. If selecting multiple dates, a count of the days they will be absent displays under 'Number of Days'.

- **Arrive Late** – Select this option if the request is for late arrival. Enter the date or use the calendar icon to select the date and enter the arrival time or use the clock icon to select the time.

7. Confirm the absence date(s) and enter **Comments** about the absence reason. *Comments are limited to 100 characters.*
8. Click **Submit** when finished. Your request is sent to the front office staff at your student's school for processing.

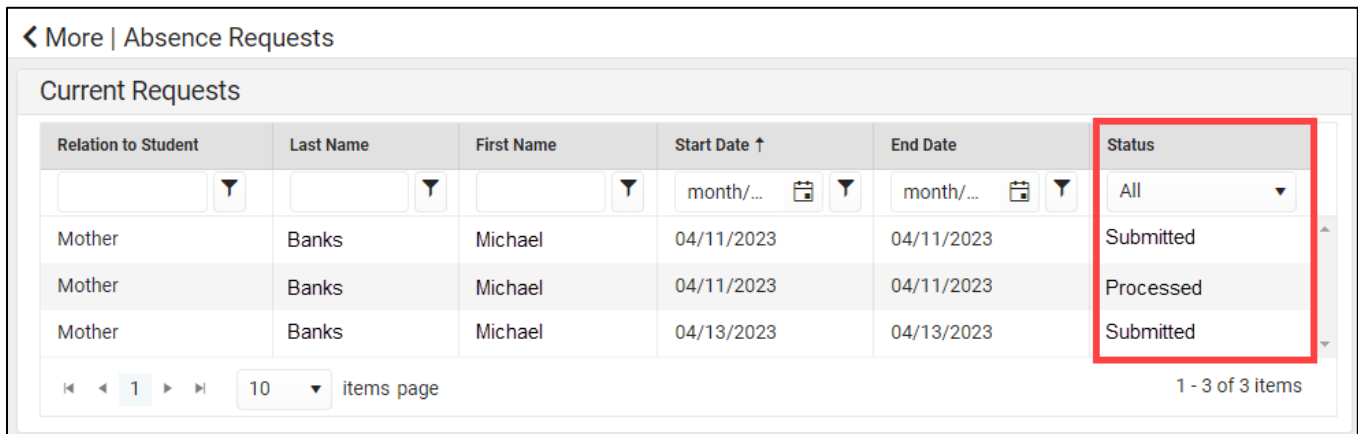
View Submitted Requests

To view all previously submitted absence requests for your student(s), click the **View Requests** button.



The Current Requests area displays details of existing requests including who submitted the request, the student's name, the start and end date of the request and the status of the request.

Additional request details can be viewed by clicking on the record.



Relation to Student	Last Name	First Name	Start Date ↑	End Date	Status
			month/... 📅	month/... 📅	All ▾
Mother	Banks	Michael	04/11/2023	04/11/2023	Submitted
Mother	Banks	Michael	04/11/2023	04/11/2023	Processed
Mother	Banks	Michael	04/13/2023	04/13/2023	Submitted

10 items page 1 - 3 of 3 items

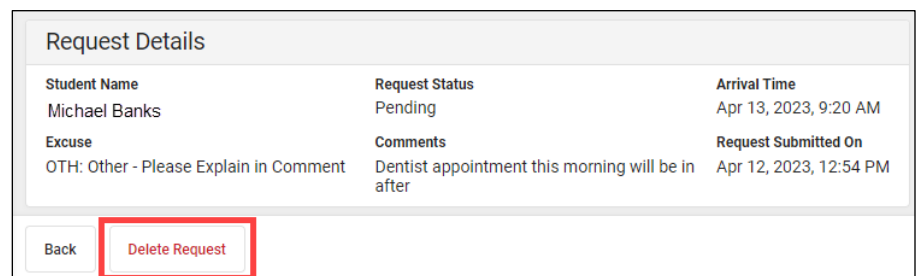
Status Descriptions

- **Submitted**- means the request has not yet been viewed by the school's front office and can be deleted if necessary.
- **Processed**- means the request has been viewed by the school's front office and you would need to contact the school to make changes to it.

Delete a Request

You can only delete a request that still has a 'Submitted' status. To delete it:

1. Click the 'Submitted' request on the Current Requests screen to pull up 'Request Details'.
2. Click the **Delete Request** button.



Request Details		
Student Name	Request Status	Arrival Time
Michael Banks	Pending	Apr 13, 2023, 9:20 AM
Excuse	Comments	Request Submitted On
OTH: Other - Please Explain in Comment	Dentist appointment this morning will be in after	Apr 12, 2023, 12:54 PM

Back Delete Request

If you try to delete a request that has already been processed, the Delete Request option will not display, and you will see this prompt instead.

This request has been processed. If changes need to be made, please contact the school.