Absence Request (Campus Parent)

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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.

Portal: Campus Parent > More > Absence Request

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
Full Day Absence	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.
Arrive Late	If you select the Arrive Late option, enter the time your student will arrive in the **Arrival Time** field. **Arrival Time** must be between 6 am and 6 pm.
Leave Early	If you select the Arrive Late option, enter the time your student will arrive in the **Leave Time** field. **Leave Time** must be between 6 am and 6 pm.

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.

> Comments are limited to 50 characters.

6. Click **Submit** when finished.

View Requests

To view all previously submitted absence requests for the student, click the **View Requests** button. The **Current Requests** list screen displays details of existing requests can be viewed by selecting the record.

Delete a Request

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