Absence Request (Campus Parent)

Last Modified on 10/22/2022 9:40 am CDT

> The Absence Request tool is part of the Campus Workflow Suite.
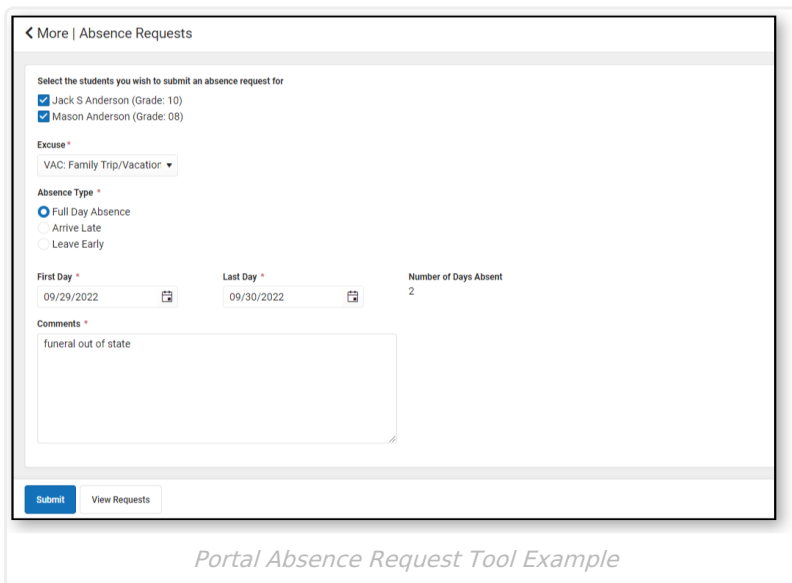
Submit a New Absence Request | View Requests | Delete a Request

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

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. Excuse * VAC: Family Trip/Vacation ▾ Absence Type * ◉ Full Day Absence ○ Arrive Late ○ Leave Early First Day * 09/29/2022 Last Day * 09/30/2022 Number of Days Absent 2 Comments * funeral out of state
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. Excuse * APPT: Appointment ▾ Absence Type * ○ Full Day Absence ◉ Arrive Late ○ Leave Early Date * 09/26/2022 Arrival Time * 9:45 AM Comments * Ortho appt

Absence Type	Description
Leave Early	If you select the Leave Early option, enter the time your student will leave in the **Departure Time** field. **Departure Time** must be between 6 am and 6 pm. **Excuse** * APPT: Appointment ▼ **Absence Type** * ○ Full Day Absence ○ Arrive Late ● Leave Early **Date** * 09/26/2022 **Departure Time** * 2:00 PM **Comments** * Ortho appt

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.

Delete a Request

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