

# Absence Request (Campus Parent)

Last Modified on 06/05/2020 8:28 am CDT

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

**Classic Path:** [Campus Parent](#) > [More](#) > [Absence Request](#)

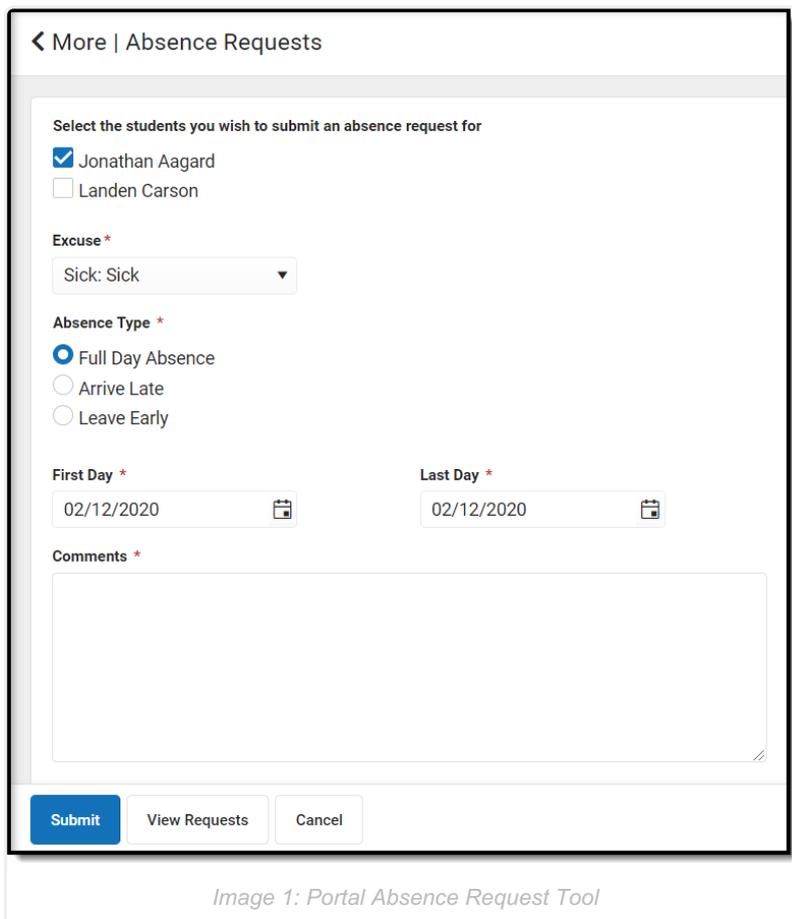
**Search Terms:** [Absence Request](#)

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, an attendance record is created for the student.

See the following articles for information on processing and managing Absence Requests:

- [Absence Request Processing](#)
- [Absence Request Preferences](#)

## Submit New Request



The screenshot shows a mobile-style form titled "More | Absence Requests". It includes the following fields and options:

- Select the students you wish to submit an absence request for:**
  - Jonathan Aagard
  - Landen Carson
- Excuse \***: A dropdown menu with "Sick: Sick" selected.
- Absence Type \***:
  - Full Day Absence
  - Arrive Late
  - Leave Early
- First Day \***: A date field with "02/12/2020" and a calendar icon.
- Last Day \***: A date field with "02/12/2020" and a calendar icon.
- Comments \***: A large text area for additional notes.

At the bottom of the form are three buttons: "Submit" (highlighted in blue), "View Requests", and "Cancel".

*Image 1: Portal Absence Request Tool*

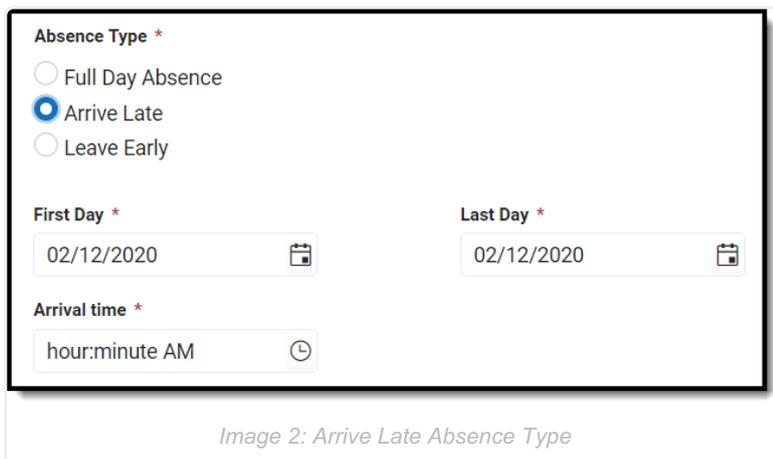
Image 1: Portal Absence Request Tool

1. Mark the student for whom the absence request is being created.
2. Select a reason the student will be absent from the **Excuse** dropdown.
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.

Comments are limited to 50 characters.

6. Click **Submit** when finished.

## Arrive Late



The screenshot shows a form titled "Absence Type \*". It has three radio button options: "Full Day Absence", "Arrive Late" (which is selected), and "Leave Early". Below these are two date pickers: "First Day \*" with the value "02/12/2020" and "Last Day \*" with the value "02/12/2020". At the bottom is a time picker labeled "Arrival time \*" with the value "hour:minute AM".

Image 2: Arrive Late Absence Type

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

**Arrival Time** must be between 6 am and 6 pm.

## Leave Early

**Absence Type \***

Full Day Absence  
 Arrive Late  
 Leave Early

**First Day \*** **Last Day \***

**Leave time \***

Image 3: Leave Early Absence Type

If Leave Early is selected, enter a **Leave time** before submitting.

**Leave Time** must be between 6 am and 6 pm.

## View Historical Requests

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

← More | Absence Requests

Current requests

Last Name	First Name	Start Date ↑	End Date	Status
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="month/day/y..."/>	<input type="text" value="month/day/y..."/>	<input type="text" value="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

Image 4: Parent Current Requests

## 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.

Absence Requests

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Request Details

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

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Image 5: Delete Pending Requests