

Absence Request (Campus Parent)

Last Modified on 10/31/2024 2:13 pm CD7

The Absence Request tool is part of the Campus Workflow Suite.

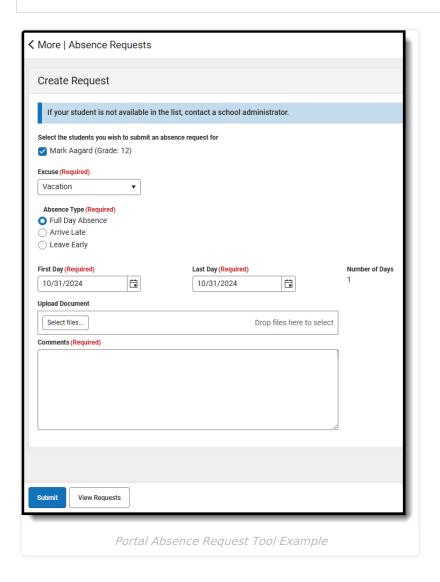
Submit a New Absence Request | View Requests | Delete a Request

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?

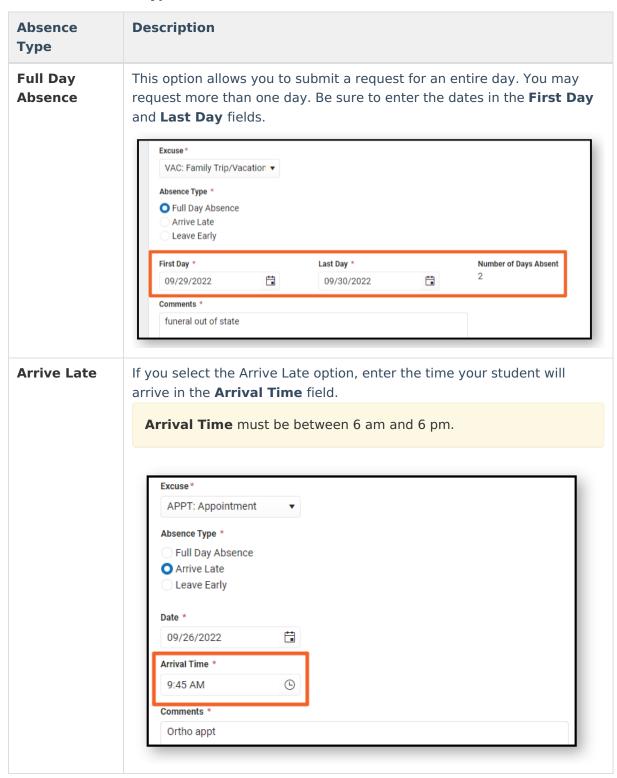
- Submit a New Absence Request
- View Requests
- Delete a Request



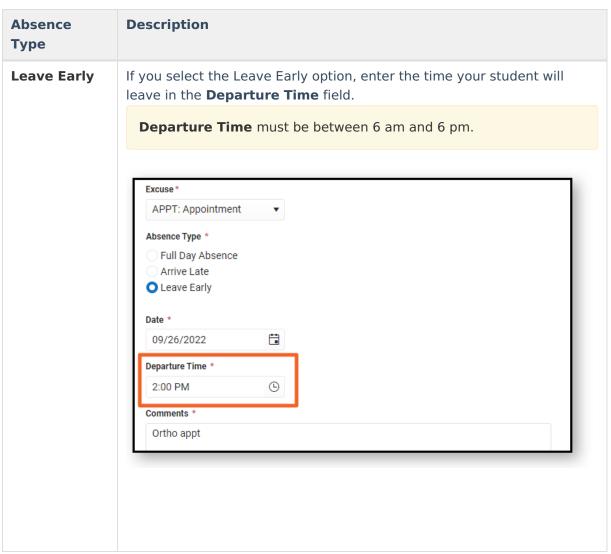


Submit a New Absence Request

- 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**.







- 4. Enter the date(s) for the absence.
- 5. Upload any optional/required documents. Only one document is allowed per request and it will be attached to every student in the request.
- 6. Enter Comments about the absence reason.

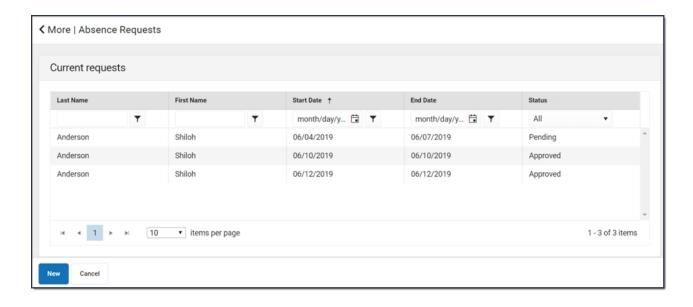
Comments are limited to 100 characters.

7. Click **Submit** when finished.

View Requests

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

