

Absence Request (Campus Parent)

Last Modified on 03/05/2025 2:00 pm CST

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

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](#)

<
More | Absence Requests

Create Request

If your student is not available in the list, contact a school administrator.

Select the students you wish to submit an absence request for

Mark Aagard (Grade: 12)

Excuse (Required)

Vacation ▼

Absence Type (Required)

Full Day Absence

Arrive Late

Leave Early

First Day (Required)

10/31/2024 📅

Last Day (Required)

10/31/2024 📅

Number of Days

1

Upload Document

Select files... Drop files here to select

Comments (Required)

Submit
View Requests

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						
<p>Full Day Absence</p>	<p>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.</p> <div data-bbox="483 654 1398 1055" style="border: 1px solid black; padding: 10px;"> <p>Excuse * VAC: Family Trip/Vacation ▾</p> <p>Absence Type *</p> <p><input checked="" type="radio"/> Full Day Absence <input type="radio"/> Arrive Late <input type="radio"/> Leave Early</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">First Day *</td> <td style="width: 33%;">Last Day *</td> <td style="width: 33%;">Number of Days Absent</td> </tr> <tr> <td>09/29/2022 📅</td> <td>09/30/2022 📅</td> <td>2</td> </tr> </table> <p>Comments * funeral out of state</p> </div>	First Day *	Last Day *	Number of Days Absent	09/29/2022 📅	09/30/2022 📅	2
First Day *	Last Day *	Number of Days Absent					
09/29/2022 📅	09/30/2022 📅	2					
<p>Arrive Late</p>	<p>If you select the Arrive Late option, enter the time your student will arrive in the Arrival Time field.</p> <div data-bbox="475 1178 1422 1384" style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <p>Arrival Time must be between 6 am and 6 pm. Parents can enter a time 5 minutes into the past. This allows for instances where a parent drops a student off and then remembers to enter an absence request for them.</p> </div> <div data-bbox="501 1438 1366 1980" style="border: 1px solid black; padding: 10px;"> <p>Excuse * APPT: Appointment ▾</p> <p>Absence Type *</p> <p><input type="radio"/> Full Day Absence <input checked="" type="radio"/> Arrive Late <input type="radio"/> Leave Early</p> <p>Date * 09/26/2022 📅</p> <p>Arrival Time * 9:45 AM 🕒</p> <p>Comments * Ortho appt</p> </div>						

Absence Type	Description
<p>Leave Early</p>	<p>If you select the Leave Early option, enter the time your student will leave in the Departure Time field.</p> <div style="background-color: #fff9c4; padding: 10px; margin: 10px 0;"> <p>Departure Time must be between 6 am and 6 pm. Parents can enter a time 5 minutes into the past. This allows for instances where a parent drops a student off and then remembers to enter an absence request for them.</p> </div> <div style="border: 2px solid black; padding: 10px; margin: 10px 0;"> <p>Excuse *</p> <p>APPT: Appointment ▼</p> <p>Absence Type *</p> <p><input type="radio"/> Full Day Absence</p> <p><input type="radio"/> Arrive Late</p> <p><input checked="" type="radio"/> Leave Early</p> <p>Date *</p> <p>09/26/2022 📅</p> <div style="border: 2px solid orange; padding: 2px;"> <p>Departure Time *</p> <p>2:00 PM 🕒</p> </div> <p>Comments *</p> <p>Ortho appt</p> </div>

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.

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Current requests

Last Name	First Name	Start Date ↑	End Date	Status
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

10 items per page 1 - 3 of 3 items

New Cancel

Delete a Request

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

Absence Requests

Request Details

Student Name Colton Abegg	Request Status Pending	Start Date Wednesday, Apr 27, 2022 - All Day	End Date Wednesday, Apr 27, 2022 - All Day
Excuse ILL: Illness	Comments Has a cold.	Submitted Time Apr 26, 2022, 2:50 PM	

Back **Delete Request**