Absence Request (Campus Parent)

Last Modified on 10/27/2026 8:59 am CDT

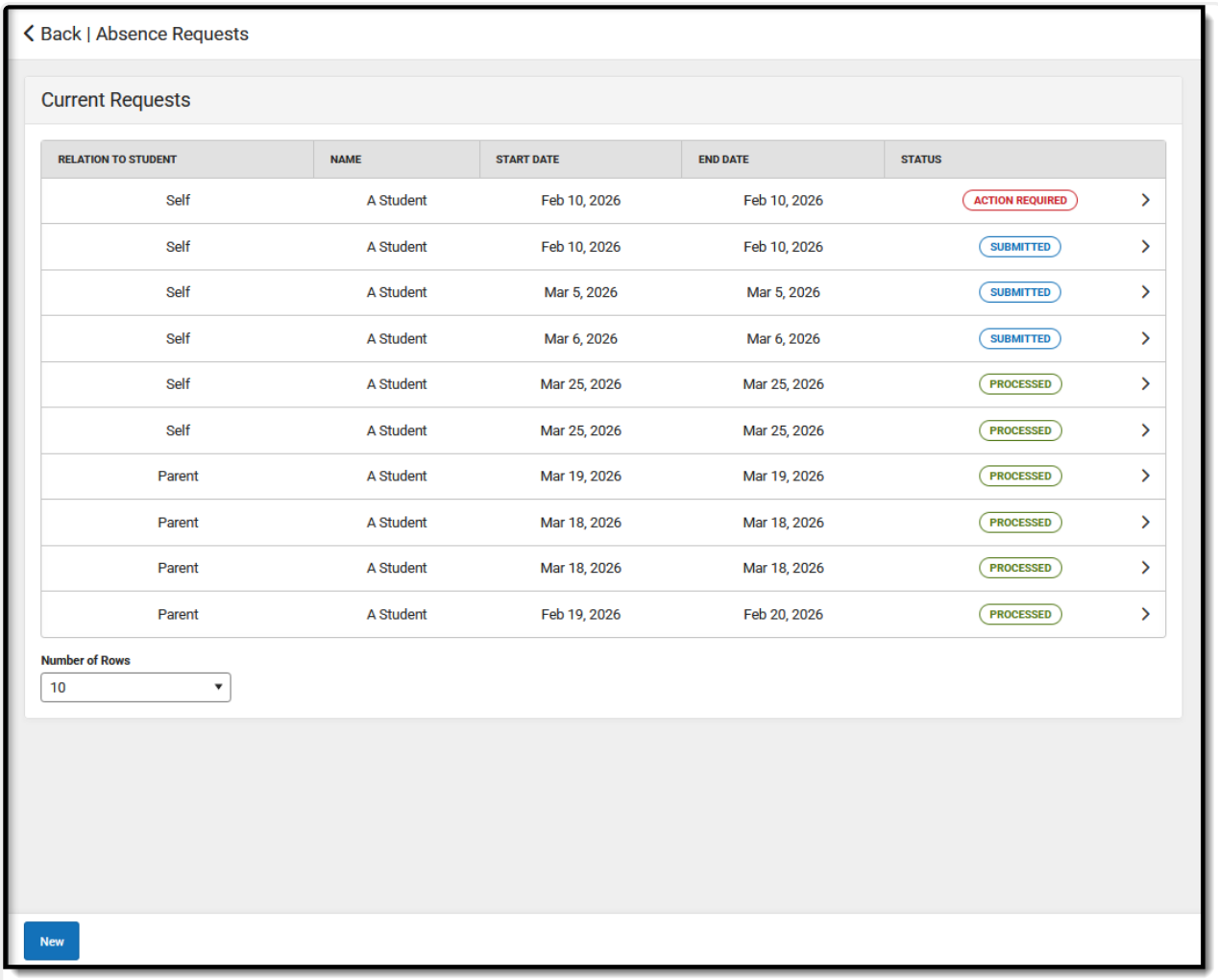
The Absence Request tool is available with Campus Workflow Suite.

Path**:** Campus Parent Portal > More > Absence Request

The Absence Request tool allows parents/guardians to submit a request to inform the office in advance of their student's upcoming absence from school. After the request is processed, Campus creates an attendance record for the student.

What can I do?

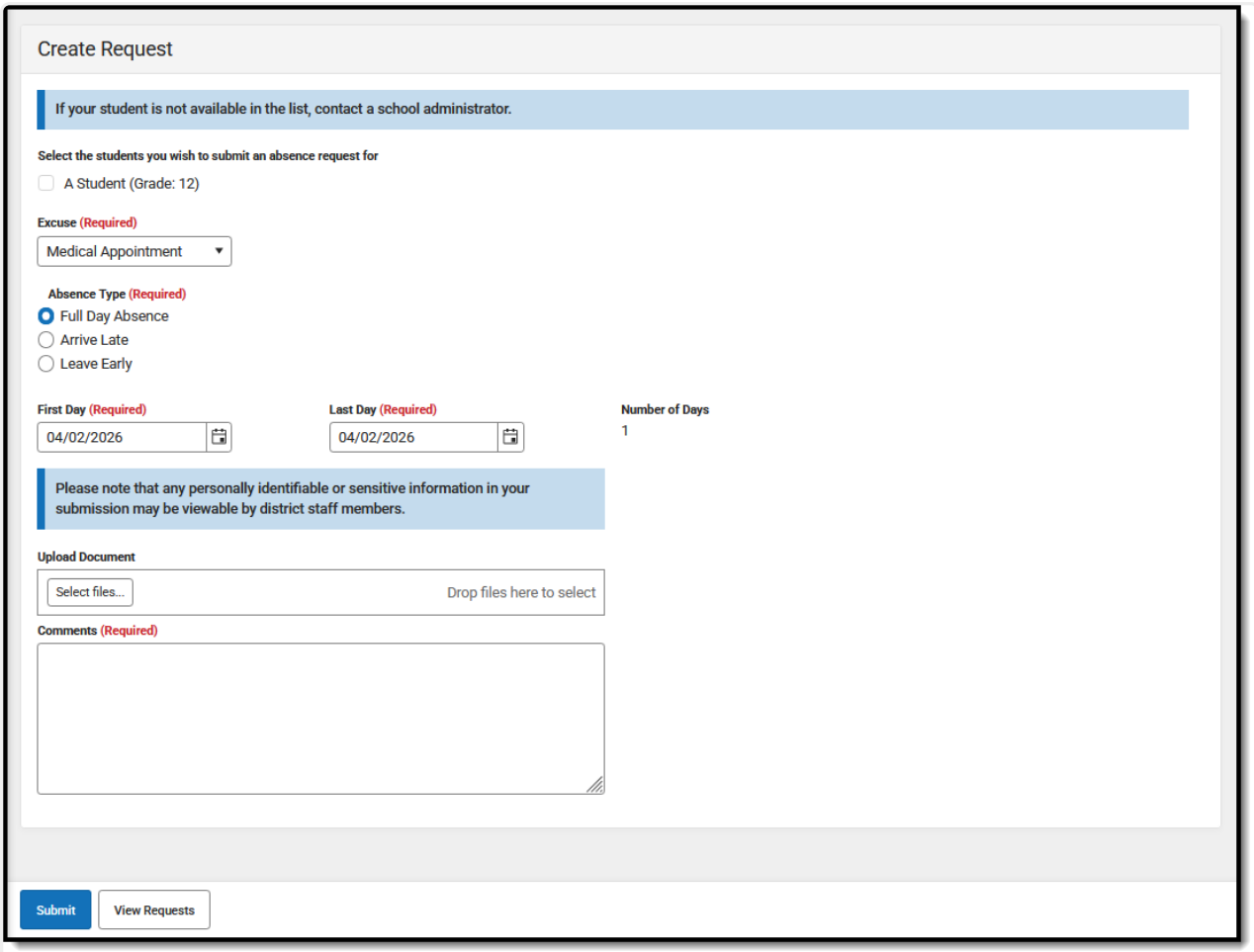
- Submit a New Absence Request
- View Requests
- Delete a Request



Portal Absence Request Tool Screen

This screen displays all current Absence Requests for the parent/guardian's students. See View Requests for more information.

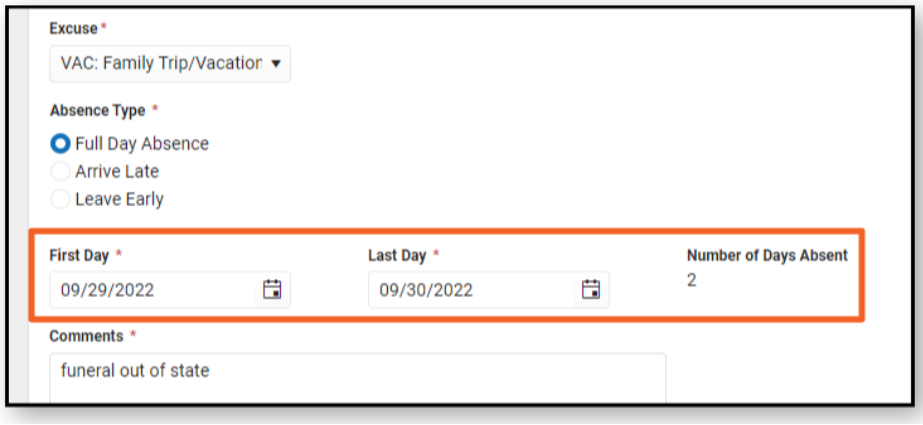
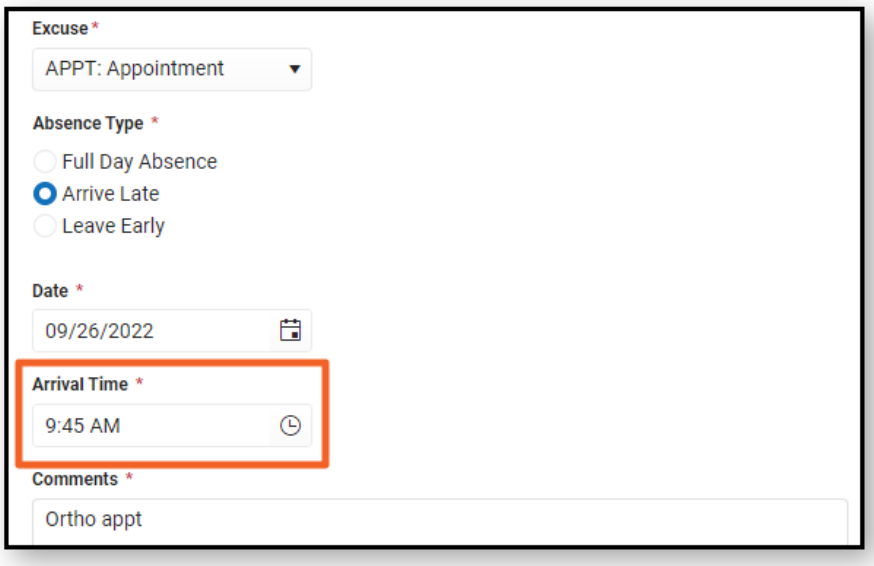
Submit a New Absence Request

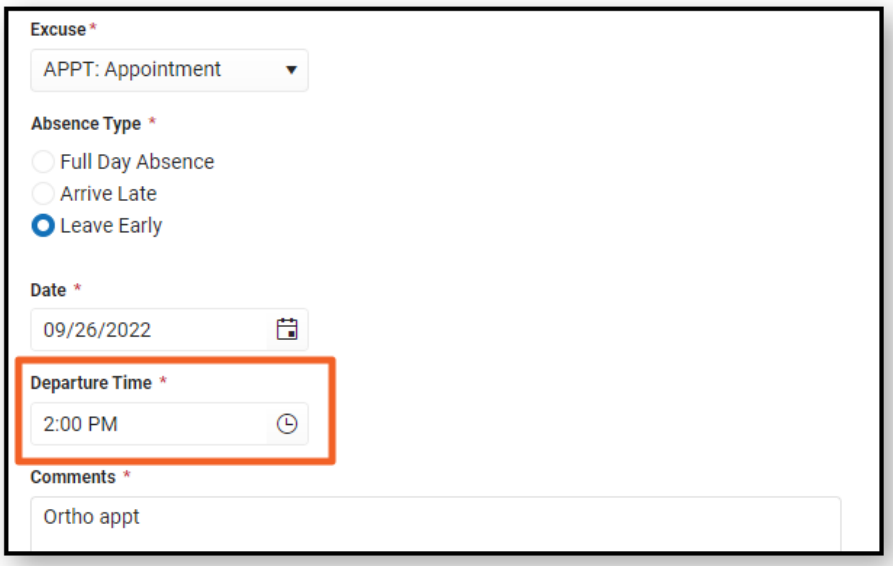


Submit an Absence Request

1. From the Current Requests screen, press **New** to create a new absence request.
2. Mark the student(s) for whom you are submitting the absence request.
3. Use the **Excuse** drop-list to select the reason the student will be absent.
4. Select the **Absence Type**.

Absence Type	Description

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 the start of the day's first period and end of the day's last period. Parents can enter a time 5 minutes into the past. This allows for instances where a parent drops off a student before entering an absence request. 

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 the start of the day's first period and end of the day's last period. Parents can enter a time 5 minutes into the past. This allows for instances where a parent drops off a student before entering an absence request. 

5. Enter the date(s) for the absence.
6. Upload any optional/required documents. Only one document is allowed per request and it is attached to every student in the request.
    1. Max file size is determined by the **Max File Size** setting in Digital Repository Preferences.
    2. To upload separate documents for each of your students, submit an individual absence request for each student.
7. Enter **Comments** about the absence reason.

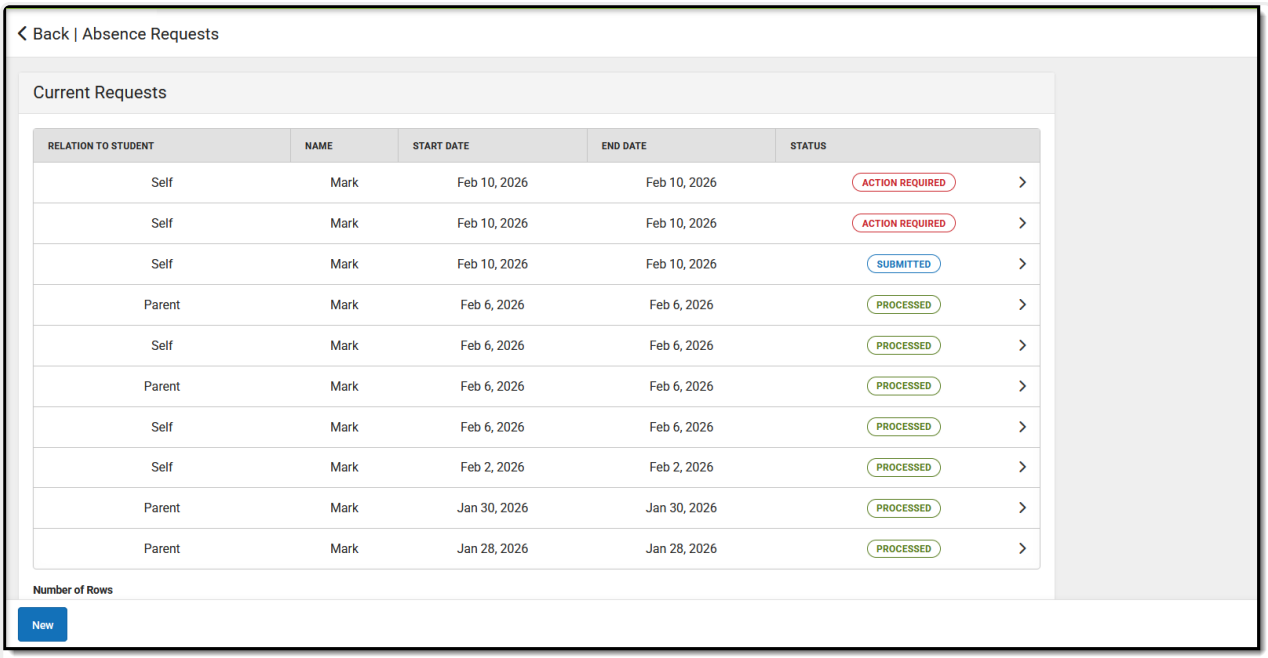
Comments are limited to 100 characters.

8. Click **Submit** when finished.

View Requests

Users may view a list of all current Absence Requests and their status.

To view all current absence requests for the student, press **View Requests**.



Campus Parent Portal - Current Absence Requests

A screen displays a list of **Current Requests** for the student. Users can view request details, including who submitted the request, their relationship to the student, request start/end dates, and request status. To view a more thorough version of a request, click on the request for which to view more details by selecting the appropriate request.

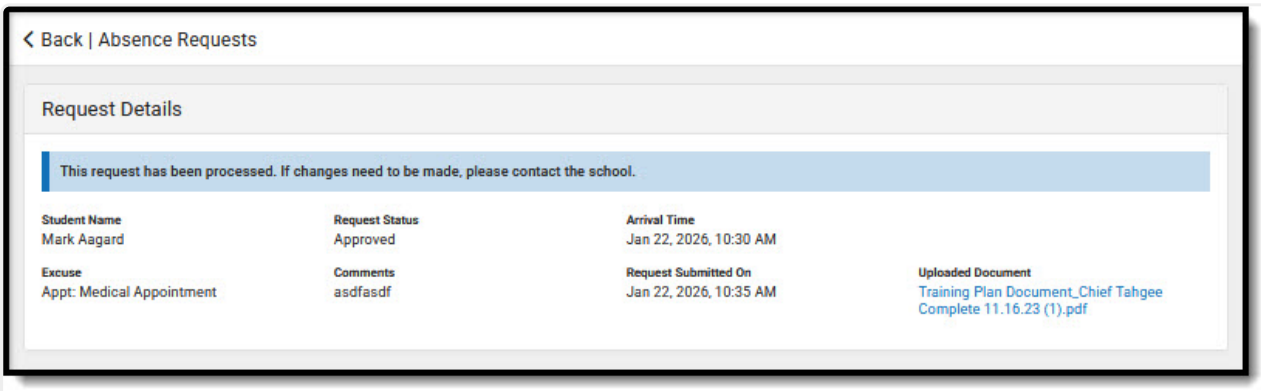
Absence Request Statuses

Status	Description
Submitted	The Absence Request is submitted and waiting for processing.
Action Required	The parent must take the required action. This status is set when a student generates an absence request that must be approved by a parent. See Verify a Student-Generated Absence Request for more information.

Status	Description
Processed	The Absence Request has been reviewed and processed.

Request Detail View

To view details for a specific request, click on the request. A Request Details screen displays.



Request Details

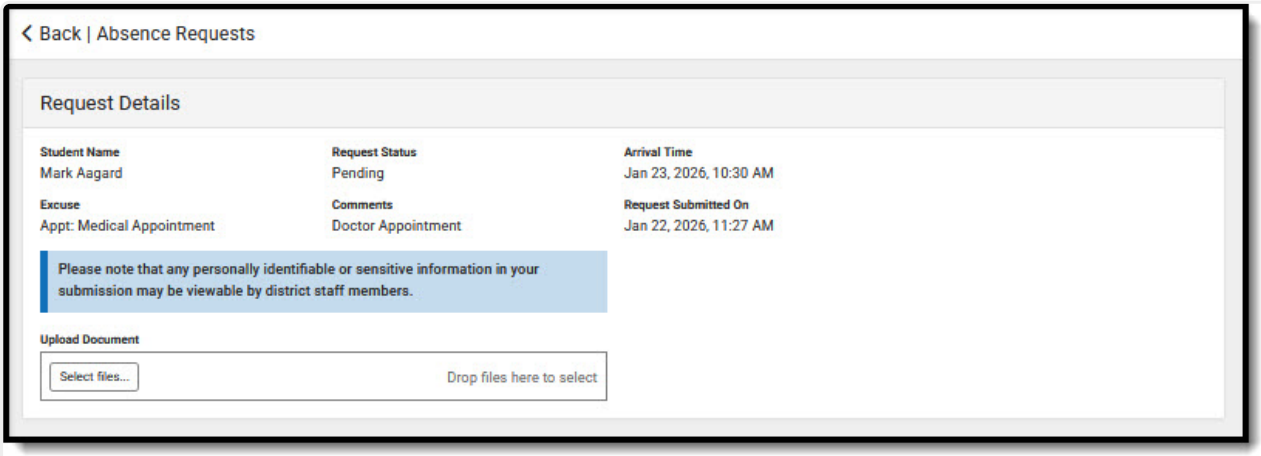
From this screen, users can view more specific details about the request and the uploaded document, if applicable.

When finished viewing request details, press **Back** to return to the View Current Requests screen.

Upload a Document to an Absence Request

Users can upload documents to Absence Requests if a document was not initially uploaded with the request. If a document has already been uploaded with the request, users may not upload more.

Click on the request for which you want to upload a document. The Request Details screen displays.



Upload a Document to an Absence Request

Use the **Upload Document** field to upload the appropriate document. Only one document may be uploaded per request.

NOTE: Max file size is determined by the **Max File Size** setting in Digital Repository Preferences.

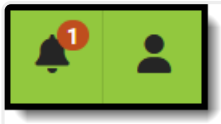
When finished, press **Save** to save the uploaded document to the request and return to the View Current Requests screen.

Verify a Student-Generated Absence Request

Districts can set up Absence Codes to allow parents/guardians to verify their student-generated absence request. District policy determines whether a parent/guardian must verify a request before it can be processed.

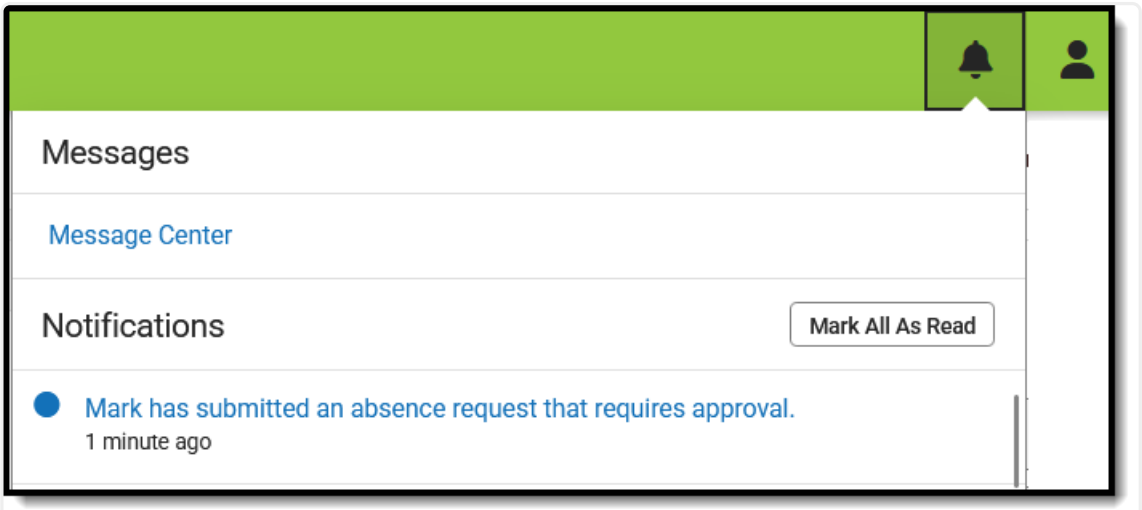
When a student generates an absence request, the parent/guardian receives a notification in the Campus Parent Portal.

NOTE: Parents/guardians can also access student-generated Absence Requests through the View Requests screen.



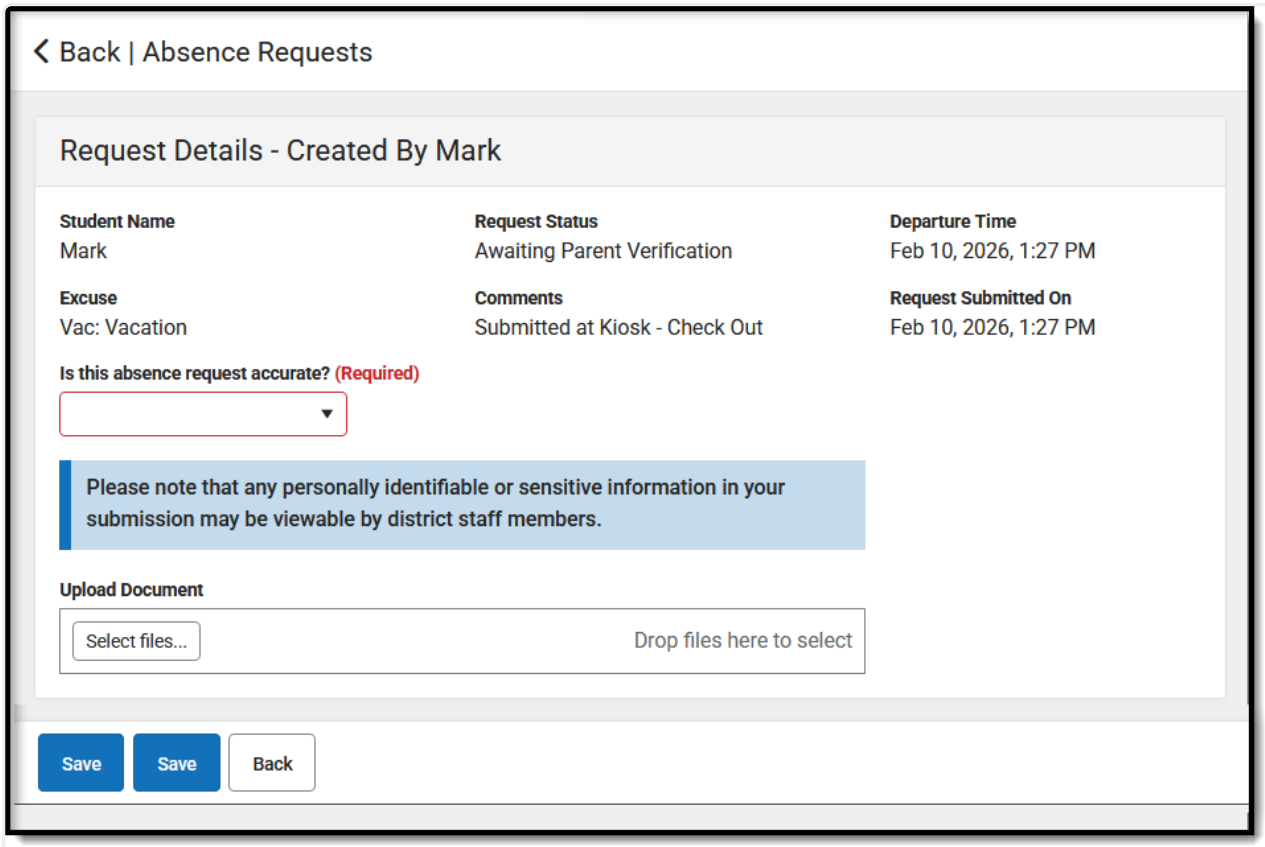
Bell Notification

To access the notifications, click on the bell. A list of notifications appears.



Campus Parent Notifications

Click on the notification saying the student **has submitted an absence request that requires approval**. The Request Details screen displays.



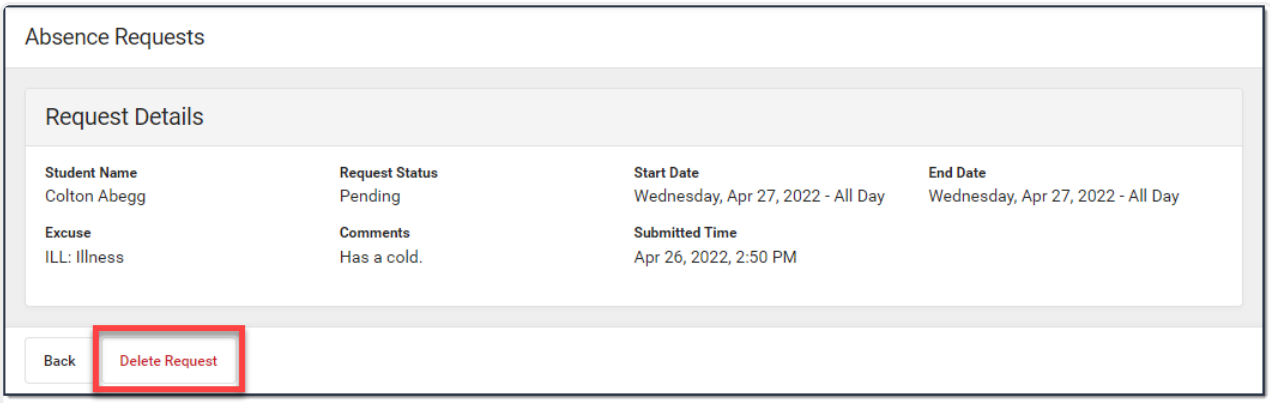
Absence Request (Campus Parent) Verification

Use the **Is this absence request accurate?** field to verify or decline the request. Select **Yes** to indicate the request is valid. Select **No** to indicate the request is not valid.

Once finished, press **Save** to confirm the absence request or **Back** to return to the Current Requests screen.

Delete an Absence Request

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



Delete an Absence Request