

# Absence Request (Campus Parent)

Last Modified on 04/03/2026 1:18 pm CDT

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

**Portal:** Campus Parent > 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](#)

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Current Requests

RELATION TO STUDENT	NAME	START DATE	END DATE	STATUS
Self	A Student	Feb 10, 2026	Feb 10, 2026	ACTION REQUIRED >
Self	A Student	Feb 10, 2026	Feb 10, 2026	SUBMITTED >
Self	A Student	Mar 5, 2026	Mar 5, 2026	SUBMITTED >
Self	A Student	Mar 6, 2026	Mar 6, 2026	SUBMITTED >
Self	A Student	Mar 25, 2026	Mar 25, 2026	PROCESSED >
Self	A Student	Mar 25, 2026	Mar 25, 2026	PROCESSED >
Parent	A Student	Mar 19, 2026	Mar 19, 2026	PROCESSED >
Parent	A Student	Mar 18, 2026	Mar 18, 2026	PROCESSED >
Parent	A Student	Mar 18, 2026	Mar 18, 2026	PROCESSED >
Parent	A Student	Feb 19, 2026	Feb 20, 2026	PROCESSED >

Number of Rows

[New](#)

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

### 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

A Student (Grade: 12)

**Excuse (Required)**

Medical Appointment ▾

**Absence Type (Required)**

Full Day Absence  
 Arrive Late  
 Leave Early

**First Day (Required)**

**Last Day (Required)**

**Number of Days**

Please note that any personally identifiable or sensitive information in your submission may be viewable by district staff members.

**Upload Document**

Drop files here to select

**Comments (Required)**

*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
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Absence Type	Description						
<p><b>Full Day Absence</b></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 <b>First Day</b> and <b>Last Day</b> fields.</p> <div data-bbox="481 441 1398 840" style="border: 1px solid black; padding: 5px;"> <p>Excuse *  <input type="text" value="VAC: Family Trip/Vacation"/></p> <p>Absence Type *  <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;"> <thead> <tr> <th style="width: 33%;">First Day *</th> <th style="width: 33%;">Last Day *</th> <th style="width: 33%;">Number of Days Absent</th> </tr> </thead> <tbody> <tr> <td>09/29/2022</td> <td>09/30/2022</td> <td>2</td> </tr> </tbody> </table> <p>Comments *  <input type="text" value="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><b>Arrive Late</b></p>	<p>If you select the Arrive Late option, enter the time your student will arrive in the <b>Arrival Time</b> field.</p> <div data-bbox="475 965 1422 1169" style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <p><b>Arrival Time</b> 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.</p> </div> <div data-bbox="501 1227 1366 1765" style="border: 1px solid black; padding: 5px;"> <p>Excuse *  <input type="text" value="APPT: Appointment"/></p> <p>Absence Type *  <input type="radio"/> Full Day Absence  <input checked="" type="radio"/> Arrive Late  <input type="radio"/> Leave Early</p> <p>Date *  <input type="text" value="09/26/2022"/></p> <p>Arrival Time *  <input type="text" value="9:45 AM"/></p> <p>Comments *  <input type="text" value="Ortho appt"/></p> </div>						

Absence Type	Description
<p><b>Leave Early</b></p>	<p>If you select the Leave Early option, enter the time your student will leave in the <b>Departure Time</b> field.</p> <div data-bbox="475 376 1422 584" style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <p><b>Departure Time</b> 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.</p> </div> <div data-bbox="485 638 1369 1184" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>Excuse *</b>            APPT: Appointment ▼</p> <p><b>Absence Type *</b></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><b>Date *</b>            09/26/2022 📅</p> <div style="border: 2px solid orange; padding: 2px;"> <p><b>Departure Time *</b>              2:00 PM 🕒</p> </div> <p><b>Comments *</b>            Ortho appt</p> </div>

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. 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**.

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Current Requests

RELATION TO STUDENT	NAME	START DATE	END DATE	STATUS
Self	Mark	Feb 10, 2026	Feb 10, 2026	ACTION REQUIRED >
Self	Mark	Feb 10, 2026	Feb 10, 2026	ACTION REQUIRED >
Self	Mark	Feb 10, 2026	Feb 10, 2026	SUBMITTED >
Parent	Mark	Feb 6, 2026	Feb 6, 2026	PROCESSED >
Self	Mark	Feb 6, 2026	Feb 6, 2026	PROCESSED >
Parent	Mark	Feb 6, 2026	Feb 6, 2026	PROCESSED >
Self	Mark	Feb 6, 2026	Feb 6, 2026	PROCESSED >
Self	Mark	Feb 2, 2026	Feb 2, 2026	PROCESSED >
Parent	Mark	Jan 30, 2026	Jan 30, 2026	PROCESSED >
Parent	Mark	Jan 28, 2026	Jan 28, 2026	PROCESSED >

Number of Rows

New

*Campus Parent Portal - Current Absence Requests*

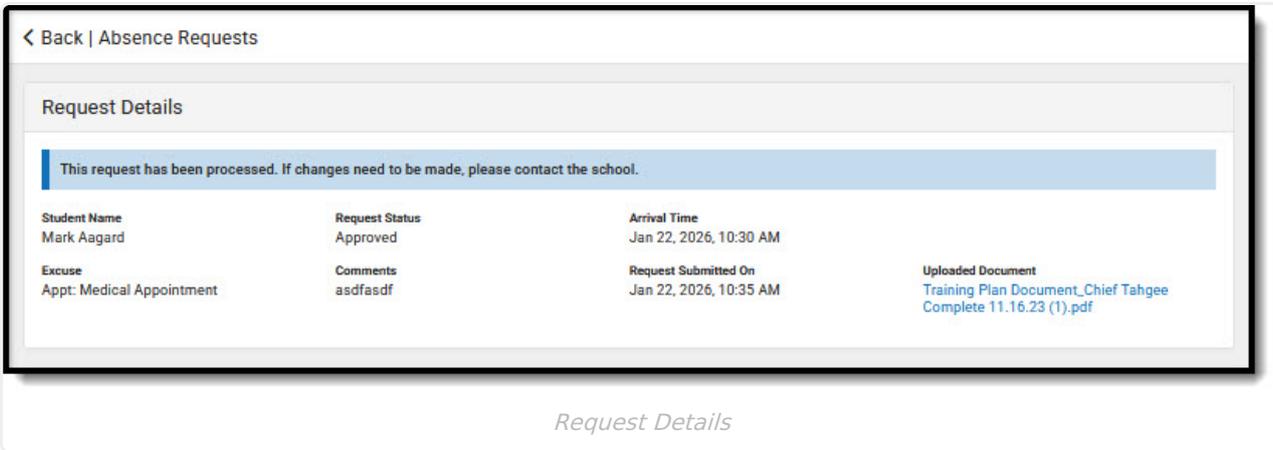
A screen displays a list of **Current Requests** for the student. Users can view request details, including who submitted the request, their relationship to the student, request start/end dates, and request status. To view a more thorough version of a request, click on the request for which to view more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

## Absence Request Statuses

Status	Description
<b>Submitted</b>	The Absence Request is submitted and waiting for processing.
<b>Action Required</b>	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 <a href="#">Verify a Student-Generated Absence Request</a> for more information.
<b>Processed</b>	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.



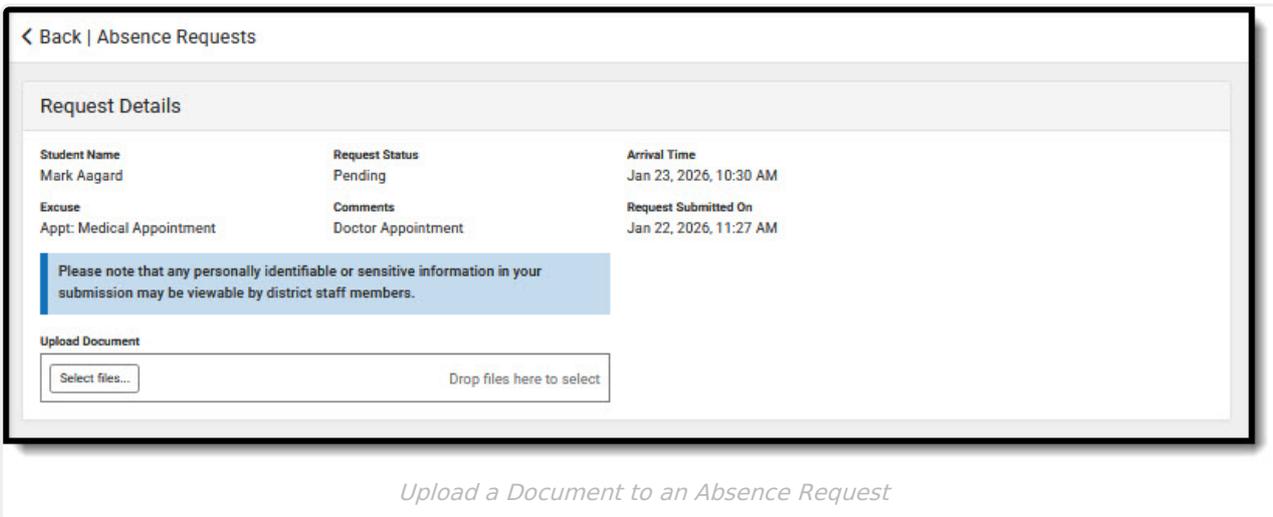
From this screen, users can view more specific details about the request and the uploaded document, if applicable.

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.



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

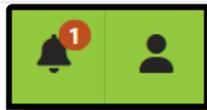
When finished, press **Save** to save the uploaded document to the request and return to the View Current Requests screen.

## 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.

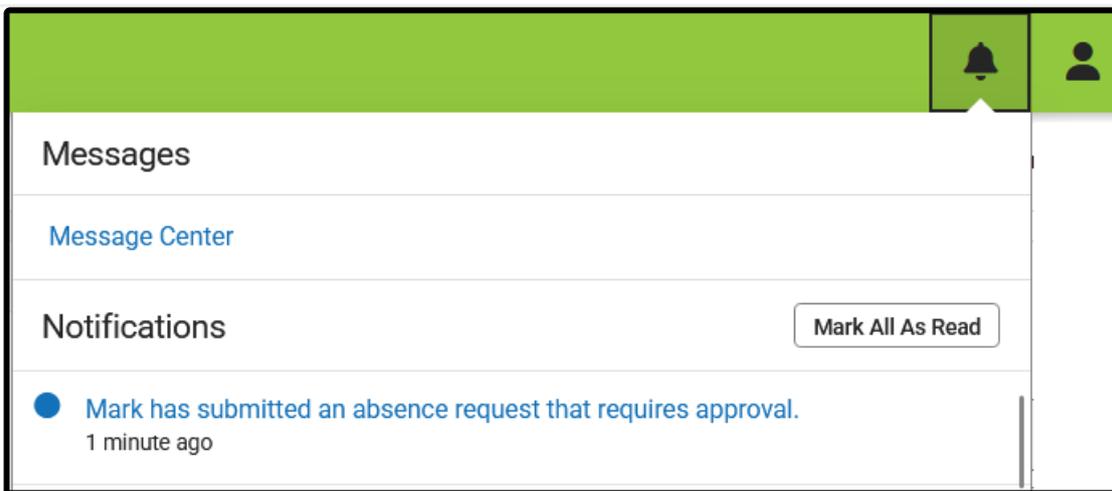
When a student generates an absence request, the parent/guardian receives a notification in the Campus Parent Portal.

**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.

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### Request Details - Created By Mark

<b>Student Name</b> Mark	<b>Request Status</b> Awaiting Parent Verification	<b>Departure Time</b> Feb 10, 2026, 1:27 PM
<b>Excuse</b> Vac: Vacation	<b>Comments</b> Submitted at Kiosk - Check Out	<b>Request Submitted On</b> Feb 10, 2026, 1:27 PM

**Is this absence request accurate? (Required)**

Please note that any personally identifiable or sensitive information in your submission may be viewable by district staff members.

**Upload Document**

Drop files here to select

*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.

Absence Requests

### Request Details

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

*Delete an Absence Request*

