

Absence Request (Campus Parent)

Last Modified on 03/11/2024 8:46 am CDT

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

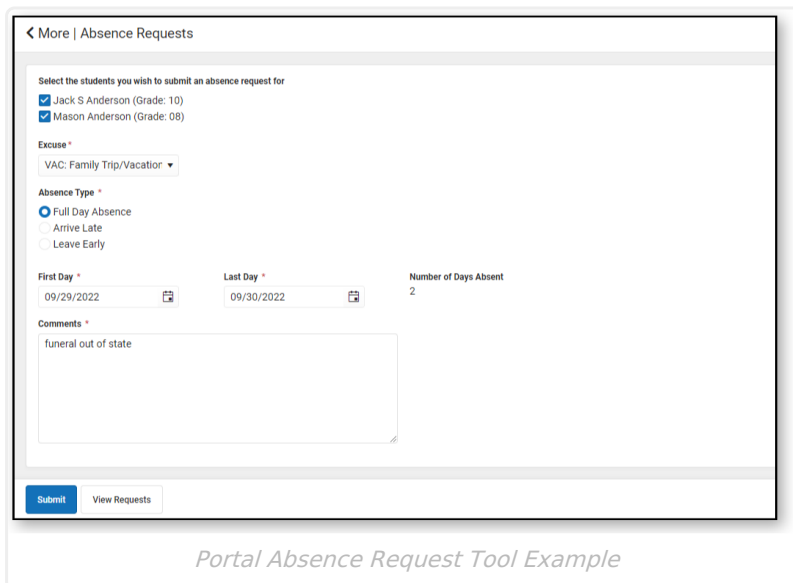
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Parents and guardians can use the Absence Request tool to submit a request that informs the office in advance when their student is not going to be in school. After the request is processed, Campus creates an attendance record for the student.

What can I do?

- [Submit a New Absence Request](#)
- [View Requests](#)
- [Delete a Request](#)



The screenshot shows the 'Absence Requests' interface. At the top, it says '< More | Absence Requests'. Below that, it asks 'Select the students you wish to submit an absence request for' and has two checked checkboxes: 'Jack S Anderson (Grade: 10)' and 'Mason Anderson (Grade: 08)'. Under 'Excuse *', there is a dropdown menu with 'VAC: Family Trip/Vacation' selected. Under 'Absence Type *', there are three radio buttons: 'Full Day Absence' (selected), 'Arrive Late', and 'Leave Early'. Below that, there are three fields: 'First Day *' with '09/29/2022', 'Last Day *' with '09/30/2022', and 'Number of Days Absent' with '2'. At the bottom, there is a 'Comments *' section with a text area containing 'funeral out of state'. At the very bottom, there are two buttons: 'Submit' and '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="483 443 1398 842" style="border: 1px solid black; padding: 10px;"> <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" data-bbox="507 667 1347 757"> <thead> <tr> <th>First Day *</th> <th>Last Day *</th> <th>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>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="475 969 1422 1055" style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> <p>Arrival Time must be between 6 am and 6 pm.</p> </div> <div data-bbox="501 1115 1366 1653" style="border: 1px solid black; padding: 10px;"> <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> <div data-bbox="512 1464 828 1572" style="border: 1px solid orange; padding: 2px;"> <p>Arrival Time * <input type="text" value="9:45 AM"/></p> </div> <p>Comments * <input type="text" value="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> <p>Departure Time must be between 6 am and 6 pm.</p> <div data-bbox="486 526 1369 1070" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Excuse * <input type="text" value="APPT: Appointment"/></p> <p>Absence Type * <input type="radio"/> Full Day Absence <input type="radio"/> Arrive Late <input checked="" type="radio"/> Leave Early</p> <p>Date * <input type="text" value="09/26/2022"/></p> <p>Departure Time * <input type="text" value="2:00 PM"/></p> <p>Comments * <input type="text" value="Ortho appt"/></p> </div>

4. Enter the date(s) for the absence.
5. Enter **Comments** about the absence reason.

Comments are limited to 100 characters.

6. 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.

← More | Absence Requests

Current requests

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

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](#)