

Absence Request (Campus Parent)

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

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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) Last Day (Required) Number of Days

10/31/2024 10/31/2024 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="483 701 1398 1099" 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> <div style="border: 2px solid orange; padding: 5px;"> <p>First Day * Last Day * Number of Days Absent</p> <p>09/29/2022 09/30/2022 2</p> </div> <p>Comments * funeral out of state</p> </div> |
| <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 1227 1422 1317" 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 1368 1366 1910" 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> <div style="border: 2px solid orange; padding: 5px;"> <p>Arrival Time * 9:45 AM</p> </div> <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> <p>Departure Time must be between 6 am and 6 pm.</p> <div data-bbox="486 524 1369 1070" style="border: 1px 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> <p>Departure Time *</p> <p>2:00 PM 🕒</p> <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.

← More | Absence Requests

Current requests

| Last Name | First Name | Start Date ↑ | End Date | Status |
|-----------|------------|------------------|------------------|----------|
| | | 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 |

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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**