

Absence Request (Campus Parent)

Last Modified on 02/13/2026 9:04 am CST

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](#)

< 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(s) 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
--------------	-------------

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; margin: 10px 0;"> <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;"> <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><input type="text" value="09/29/2022"/></td> <td><input type="text" value="09/30/2022"/></td> <td style="text-align: center;">2</td> </tr> </table> <p>Comments * <input type="text" value="funeral out of state"/></p> </div>	First Day *	Last Day *	Number of Days Absent	<input type="text" value="09/29/2022"/>	<input type="text" value="09/30/2022"/>	2
First Day *	Last Day *	Number of Days Absent					
<input type="text" value="09/29/2022"/>	<input type="text" value="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 1081 1422 1285" style="background-color: #fff9c4; padding: 10px; margin: 10px 0;"> <p>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.</p> </div> <div data-bbox="501 1341 1366 1883" 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 checked="" type="radio"/> Arrive Late <input type="radio"/> Leave Early</p> <p>Date * <input type="text" value="09/26/2022"/></p> <div style="border: 1px solid orange; padding: 2px; margin: 5px 0;"> <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> <div data-bbox="475 376 1422 584" style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <p>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.</p> </div> <div data-bbox="485 638 1369 1187" style="border: 2px solid black; padding: 10px; margin-top: 10px;"> <p>Excuse * 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 * 09/26/2022 📅</p> <div style="border: 2px solid orange; padding: 2px;"> <p>Departure Time * 2:00 PM 🕒</p> </div> <p>Comments * 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 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.
6. Enter **Comments** about the absence reason.

Comments are limited to 100 characters.

7. 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**.

< Back | Absence Requests

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

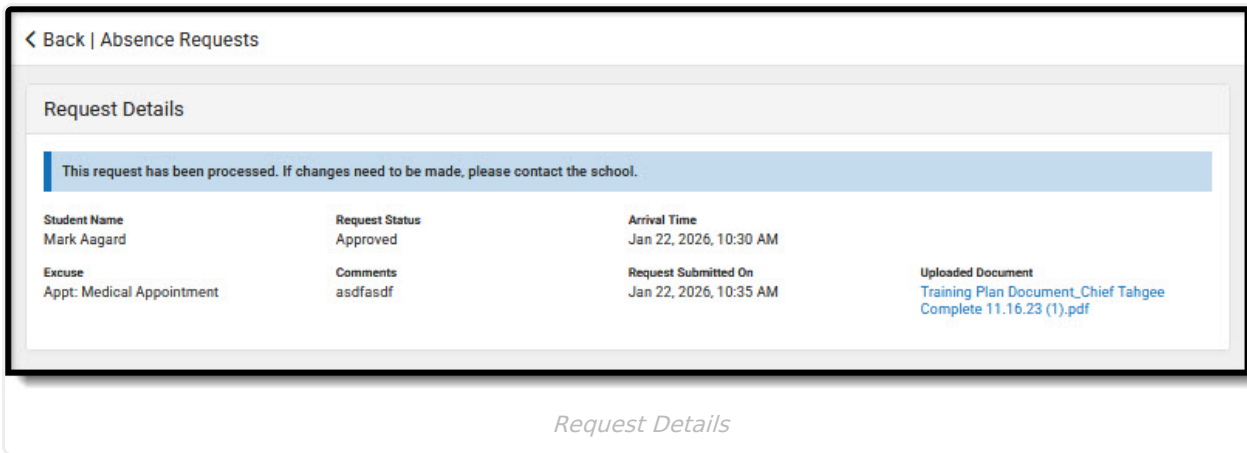
A screen displays listing **Current Requests** for the student. Users can view request details such as: who submitted the request and their relationship to the student, start/end date of the request, and the status of the request. To view a more thorough version of a request, click on the request for 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.
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

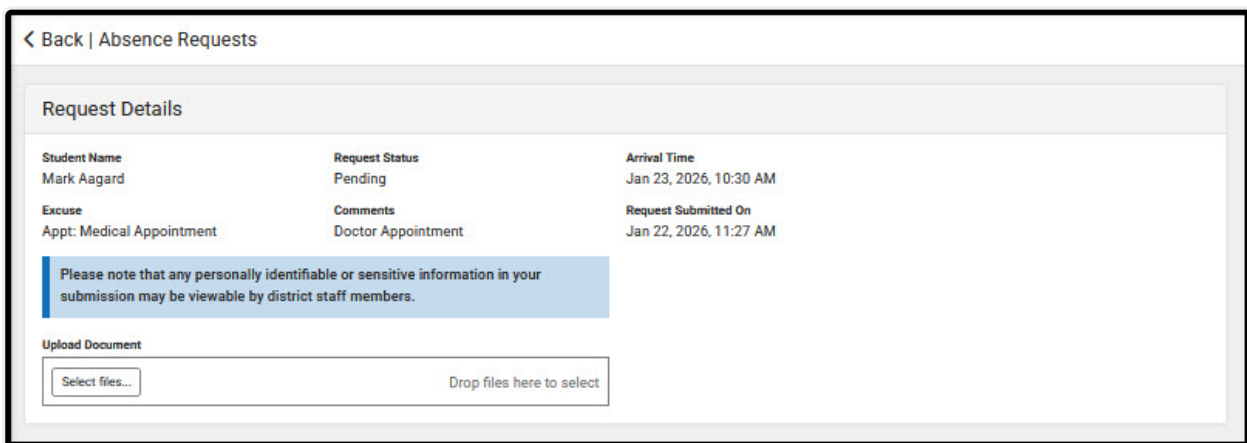
From this screen, users can view more specific details about the request and the uploaded document, if applicable.

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.

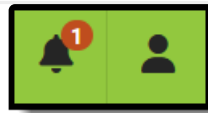
When finished, press **Save** to save the uploaded document to the request and return to the View Current Requests screen.

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.

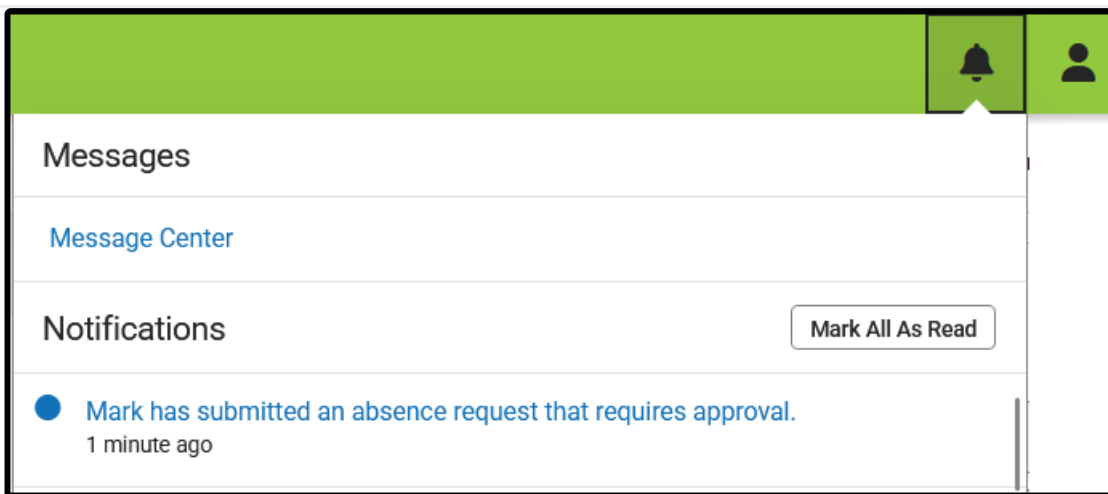
When a student generates an absence request, the parent/guardian receives a notification in the Campus Parent Portal.

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.

[← Back](#) | Absence Requests

Request Details - Created By Mark

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

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	

Delete an Absence Request

